

THE AMERICAN ARCHIVIST

EDITOR'S CORRESPONDENCE REGARDING ACCEPTANCE OR REJECTION

1946-1947

**(THIS FILE IS FROM THE SOCIETY OF AMERICAN
ARCHIVISTS' ARCHIVES WHICH ARE LOCATED AT THE
UNIVERSITY OF WISCONSIN ARCHIVES, MADISON -
RECORD SERIES 200/7/2 - BOX 1, FILE 1.)**



NAVY DEPARTMENT
EXECUTIVE OFFICE OF THE SECRETARY
ADMINISTRATIVE OFFICE
WASHINGTON

OM-HEA:DE

4 March 1946

Miss Margaret C. Norton
1105 South Second Street
Springfield, Illinois

Dear Miss Norton:

The enclosed article, "Aspects of Life in Montgomery County, Maryland, To Be Seen Through the County Records," was written about five years ago as a term paper. At that time Dr. Pease indicated he could use the article in the American Archivist, but I wanted to recheck it carefully, provide an indication of the chronological period covered by many of the groups of records mentioned, and remove certain portions inserted for classroom purposes. Then the war intervened.

Now that I have a little more time to prepare the article for publication I am submitting it to you and the Maryland Historical Magazine for consideration. I would appreciate your answering these questions:

1. Are you interested in publishing the article exclusively in the American Archivist?
2. Are you interested in publishing the article in the American Archivist if it also appears in the Maryland Historical Magazine, in view of the small overlapping of subscribers?
3. What changes would you like to have made in the article to make it available for publication in the American Archivist?
4. How soon would you plan to use the article and when would you need the manuscript?

Very truly yours,

Comdr. Herbert E. Angel, USNR
Director of Office Methods

Enclosure

1105 South Second Street
Springfield, Illinois
March 13, 1946

Cmdr. Herbert E. Angel, USNR
Director of Office Methods
Executive Office of the Secretary
U. S. Navy Department
Washington, D. C.

Dear Mr. Angel:

I have read your article "Aspects of Life in Montgomery County, Maryland, To Be Seen Through the County Records" several times. It seems to me that the value of this article is as an extended review of one of the HRS inventories. As such this should have been published at the time it was written five years ago. I am inclined to believe that for the Maryland Historical magazine this would still have current interest, but that for The American Archivist it would need to be almost completely rewritten as a description of the sort of information which could be obtained from county archives. As such the article as it stands at present is I feel a little too vague in that it does not indicate personal acquaintance with the records. As a review of the HRS publication it is extremely valuable.

I am inclined to believe that this article should be offered first to the Maryland Historical Magazine, because the revision needed for that would be a minor task. Since what you sent me is a carbon copy, I assume that it will be all right for me to keep this copy pending your negotiations with the Maryland Historical Magazine.

I am sorry that Professor Pease did not see fit to publish this article at the time it was written. I have certain reasons for not wanting to give publicity at this time to the HRS since I have reason to fear there may be an attempt to revive this project in some of its more objectionable forms. I do not think that objection would apply to Maryland, because you are talking specifically about a Maryland county.

The Navy Department is doing some outstanding things in the way of control of records. I hope you will keep The American Archivist in mind and send us notes and/or articles about what you are doing from time to time.

Sincerely,

Editor-Elect
THE AMERICAN ARCHIVIST

mcn:lk

RFD #2
Rockville, Md.
Nov. 22, 1946

Miss Margaret Norton, Editor
The American Archivist
Illinois State Library
Springfield, Illinois

Dear Miss Norton,

I've delayed a bit in answering your letter of November 7 in order to send my report of the meeting to you at the same time that I forwarded those reports which I was able to obtain.

First, as to my report. As I warned you at the meeting, my time this month has been completely occupied with the establishment of several emergency projects. Consequently I haven't been able to do a creditable job. I was handicapped also because I was unable to attend several of the sessions and have been unable to get copies of all of the papers. I'd appreciate it if at any point you can and will bolster my attempt by any additions you feel are necessary.

Second, as to the papers. I am enclosing papers as follows:

1. Mr. Herman Friis "Cartographic and Geographic Records of World War II"
2. Mr. Donald Holmer "Photographic Activities of World War II and Records Resulting Therefrom."
3. Dr. Philip Hamer "Guides to Records of World War II"

4. Mr. H. H. Eddy "The State Archivist's Responsibilities to Other State Officials" *(Eddy's paper will follow by separate mail)*

The status of the other papers in so far as I can determine:

1. Mr. Herbert Angel. His feeling after talking with Dr. Buck is that it would be more appropriate to offer his paper to one of the other professional journals. I agree since the remarks are directed to the Social Scientists.
2. Dr. Fritz Marx. His paper is nearing completion and he will forward it to you directly. He will also forward the paper read by Mr. Henry Edmunds.
3. Miss Odell spoke from notes and doesn't feel like writing out a paper. However, she sent me the notes which I am enclosing.
4. Dr. Buck, Dr. Brooks and Dr. Trever will forward their papers *you* to directly.

5. Dr. DeValinger, I believe, had no paper. At any rate I have not heard from either him or Dr. Kellar.

Please write me if I can be of any further help.

Sincerely yours,

A handwritten signature in cursive script, appearing to read "Robert H. Bahmer". The signature is fluid and extends across the width of the text area.

ROBERT H. BAHMER



The National Archives

Washington 25, D. C.

March 10, 1947

Miss Margaret C. Norton
Archivist, State of Illinois
Springfield, Illinois

Dear Miss Norton:

Enclosed is a copy of War Department TM12-257, describing the policies and procedures evolved for the microfilming of Army records. Your name has long been on my list to receive an author's presentation copy, but the limited supply has made this difficult. I regret that I have not been able so far to make it available to others through the Superintendent of Public Documents.

After four ^{years} with The Adjutant General's Office, I returned last October to the National Archives staff.

If the money can be found for its preparation and publication, it is likely that a similar manual of more general usefulness will be the major item on my agenda. Any criticisms or comments will be most welcome.

Yours very sincerely,

Daniel F. Noll

Daniel F. Noll
Consultant on Microphotography
in Records Administration

Enc:



March 18, 1947

Mr. Daniel F. Noll
Consultant on Microphotography
in Records Administration
The National Archives
Washington 25, D.C.

Dear Mr. Noll:

Thank you so much for the copy of the War Department's manual on microfilming of Records. This is something which archivists have needed sorely for some time, and I am sorry to hear that the edition was too small. I do hope that your plans for a similar manual of more general usefulness, to use your own words, will materialize. I have not had time to study this in detail as yet, so cannot make suggestions.

One of the weaknesses of The American Archivist as expressed by others as well as felt by me, is that we have had practically nothing on microphotography, though all of us archivists are daily concerned with this subject. It was with that in mind that I asked Vernon Tate to serve on the technical committee for the magazine. I am printing his speech before the American Historical Association last winter in the July issue, but his new job coming up just before he had had time to settle down after his war service has made it impossible for him to be active to date. He is going to continue on the committee, and I am sure will be active, but we cannot expect too much of him for a while.

Meantime, it seems to me that there are certain sections of this manual of yours which would be very valuable for the "fillers" for which I am always looking. For instance, your sections 3, 4 and 5 discuss problems that are being presented by archivists to oversold state departments all the time. Would it be possible for us to reprint these, or would you want to do them over. Would you be interested in preprinting part of your manual (the new one) in the American Archivist? We cannot afford much in the way of cuts, but perhaps we could borrow some of the cuts used in the War Department manual. Or could you send in occasional short pieces - two or three printed pages preferred, in the way of practical advice for us to hand out to our patrons. I think more than anything else departments need advice about what is suitable and what is not suitable for microfilming. I find that the commercial companies are selling, not servicing, microphotography. It is for that reason that I particularly like the practical approach you

Have used in this War Department Manual.

At any rate, please think over what I have said rather poorly, and see if you cannot help us to bring workable procedures to our readers.

Sincerely,

MANAGING EDITOR

THE AMERICAN ARCHIVIST

EDITOR'S CORRESPONDENCE WITH BOOK REVIEW EDITOR RICHARD G. WOOD
1946-1949

(THIS FILE IS FROM THE SOCIETY OF AMERICAN
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Book Reviews

About the same proportion between extended reviews and notices as now.

Fewer long reviews on reports of The National Archives and other archivists, which we all read for ourselves anyhow--or at least should.

More reviews on books we are apt to miss. The reviews in the January 1946 issue were well chosen. I should like reviews of such books as Greenwood's Record Photography, Recordak's Admissibility in Evidence of Recordak Film Picture Records (a careful legalistic study of the whole subject of photographic copies as evidence)

Reviews of trade and other publications of interest to archivists as Weston's Record, publications by the L. L. Brown Paper Co., Bradner Smith's Paper and Printing Digest (when and if resumed). How many archivists know the very fine series on paper manufacturing by Wheelright and on water marks by Hunter which appeared in that latter periodical from about 1936 to 1940?

Periodicals published by national, state and local officials' organizations; by the National Municipal Association (I don't recall its exact title);

Bulletins of the National Microfilm Association.

Notices of articles of interest to us in general magazines such as the American City which publishes occasional articles on records

Library sponsored writings on microphotography, such as Fussler's Column in Library Journal, A.L.A.'s Journal of Documentary Reproduction when and if revived.

The Archivist's Bookshelf

Filler articles on non archival books, not necessarily new, which are useful for archivists, sometimes for their own use, sometimes to recommend to patrons.

For instance:

The law dictionaries

Butler and Johnson's Management Control Through Business Forms

The best manuals on filing, such as Bertha Week's Filing and Indexing. Not a review of one or two books, but a description of the most useful books on the subject, which could be recommended to government officials.

Book Reviews (continued)

The Archivist's Bookshelf (continued)

Browne on cataloging maps

Doane on genealogical research

Document checklists such as Hassel's Index to Economic Materials in State Documents, the various federal checklists, the checklists of laws and of journals issued by the National Association of State and Local Historians.

Nomenclature. Such as "Nomenclature, dealing with names represented by at least 100 white persons, by states and territories, at the first census, 1790" which appears in the U. S. Census Bureau's 'Century of Population Growth 1790-1900' p.227ff; also U. S. War Department Guide to similar surnames for use in the Adjutant General's Office, War Department."

Digests of foreign archival literature such as those published in the early days of The American Archivist. A number of our members have requested the resumption of this publication.

Particularly watch for publications by the National Bureau of Standards. Dr. Broadman's pamphlets should not be ignored even though they are vituperative. At least, he has not been challenged and I understand one of the film companies is backing down a bit on some of its claims as a result of his statements.

1105 South Second Street
Springfield, Illinois
February 19, 1946

Mr. Richard G. Wood, Editor
Reviews of Books
The American Archivist
The National Archives
Washington 25, D. C.

Dear Mr. Wood:

As you have doubtless been informed, the Council of the Society of American Archivists has just elected me Editor of the American Archivist in place of Professor Pease who has had to resign because of pressure of work.

The Council has instructed the new Editor and the Editorial Board to put more emphasis in the future upon broader aspects of archival work, particularly in the way of making practical suggestions for archivists of smaller institutions and non-governmental archives. This may result in a somewhat different selection of materials for reviews. I do not know who has the appointment of the Editor for the Reviews of Books--presumably the Editor with the consent of the Editorial Board. I am recommending to the Editorial Board that you be continued in this capacity. In order that you may know some of the suggestions I have made to the Board, I am enclosing a copy of a part of my preliminary report to them. I will be very glad to receive your suggestions and comments upon these suggestions, and to aid you in any way in which I can.

The July 1946 issue will be the first under my editorship. I am very anxious to get this out as close to the first of July as possible, even though it may come out about the same time as the April issue. I have not had time to find out just how long a time is required for putting an issue through the press, but I would say that you should meet the deadline which would correspond to the one set by Professor Pease; that is, the number of weeks prior to issue assuming that the periodical will come out not later than July 1st.

Sincerely,

Editor-Elect
THE AMERICAN ARCHIVIST

mcn:lk
Enc.

THE AMERICAN ARCHIVIST

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University of Illinois, Sponsor

Editorial Board

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GRACE L. NUTE

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~~Reviews of Books~~
~~News Notes~~

600 Lawrence St., N. E.
Washington 17, D. C.

Managing Editor
THEODORE C. PEASE

Reviews of Books
RICHARD G. WOOD

News Notes
KARL L. TREVER

February 27, 1946

Miss Margaret C. Norton
Editor THE AMERICAN ARCHIVIST
1105 South Second Street
Springfield, Illinois

My dear Miss Norton:

Thank you for the vote of confidence in the matter of the review editorship. I am in the midst of submitting material for the April issue and I assume I am to continue until you notify me of the decision of the Editorial Board. Please count on me to continue unless notified to the contrary.

The deadline has been the previous tenth of the month, thus June 10 is the deadline for the July issue. Last December the deadline was advanced from December 10 to December 1 but apparently without success. A few months ago I advocated making the 15th of the second month from the issue the deadline, thus, May 15th would become the deadline for a July issue. This was adopted in principle but never really followed. If the magazine is otherwise always to be seven weeks late, I can be able to meet a deadline two months in advance if necessary. I do not believe that June 10 will be any help to you for a prompt July issue. I always make a point of submitting the reviews as I receive them so that the editor can have some inkling of what to expect.

In the near future I shall study your suggestions and write you comments about them.

Sincerely yours,

Richard G. Wood
Richard G. Wood
Book Review Editor
THE AMERICAN ARCHIVIST

RGW:rlw

THE AMERICAN ARCHIVIST

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~~XXXXXXXXXX~~
~~225 Lincoln Hall~~
~~XXXXXXXXXX~~
~~Chicago, Illinois~~

600 Lawrence St., N. E.
Washington 17, D. C.

Managing Editor
THEODORE C. PEASE

Reviews of Books
RICHARD G. WOOD

News Notes
KARL L. TREVER

March 2, 1946

Miss Margaret Norton
Editor-Elect, THE AMERICAN ARCHIVIST
1105 South Second Street
Springfield, Illinois

My dear Miss Norton:

I hate to bother you again so soon but I have received a request that we have reviewed Meredith, Mr. Lincoln's Camera Man: Mathew B. Brady. In view of the fact that we have not been reviewing this kind of book, I hasten to ask your instructions in this matter.

Very truly yours,

Richard G. Wood
Richard G. Wood
Book Review Editor
THE AMERICAN ARCHIVIST

RGW:rlw

The American Archivist

1105 South Second Street
Springfield, Illinois
March 4, 1946

Dr. Richard G. Wood
Book Review Editor
The American Archivist
600 Lawrence Street, N.E.
Washington 17, D.C.

Dear Doctor Wood:

President Buck writes me that he has no objection to my appointing anyone I see fit on any committees having to do with The American Archivist. You may, therefore, consider yourself reappointed Book Review Editor for The American Archivist.

Since I shall be dealing with a printer who is new to me, I have set May 1st as the deadline for the July issue. I hope to be able to shorten this deadline later, but for this first issue I believe I should give myself plenty of time. I approve your plan of submitting reviews as soon as you receive them.

I wonder if Mr. Joerg could not be induced to write some book notes on useful reference books on maps. I am asking him through Mr. Locke to write a paper along the lines of a discussion on maps as record materials at the National Archives staff conference held May 7, 1945. The minutes of that meeting indicate that he mentioned several books. There may be others, such as Brown's Book on Cataloging, which he might like to mention; possibly he would incorporate what I would want to say in his article or he might like to write a separate review article for the Archivist's Book Shelf section.

Please feel free to develop the Book Review section as you see fit. I shall make suggestions from time to time, but you must not consider those as anything more than suggestions.

Sincerely,

Editor-Elect
THE AMERICAN ARCHIVIST

mcn:lk

1105 South Second Street
Springfield, Illinois
March 6, 1946

Mr. Richard G. Wood
Book Review Editor
The American Archivist
600 Lawrence Street, N.E.
Washington 17, D.C.

Dear Doctor Wood:

I can see no reason for a review of Meredith's "Mr. Lincoln's Camera Man: Mathew B. Brady". This has nothing directly to do with archival technique though of course it does deal with certain pictures of archival nature. In other words, I would not consider that the book would add to our knowledge of archival technique.

If we begin reviewing borderline books of this sort, we will be getting into the field of reviewing historical books, and I am inclined to think that we should not do that. However, if the people in the National Archives feel that this is a book which should be reviewed, I would be willing to print the review.

Sincerely,

Editor-Elect
THE AMERICAN ARCHIVIST

mon:lk

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EDNA L. JACOBSEN

KARL L. TREVER

GRACE L. NUTE

~~XXXXXXXXXX~~
~~University of Illinois~~
~~Urbana, Illinois~~
~~XXXXXXXXXX~~

600 Lawrence St., N. E.
Washington 17, D. C.

Managing Editor
THEODORE C. PEASE

Reviews of Books
RICHARD G. WOOD

News Notes
KARL L. TREVER

March 13, 1946

Miss Margaret Norton, Editor
THE AMERICAN ARCHIVIST
1105 South Second Street
Springfield, Illinois

My dear Miss Norton:

Thank you for the additional confirmation as Book Review Editor, and I shall start rounding up material for the May 1 deadline.

I have been pondering the program laid down in your previous letter and offer the following comments:

By way of background I shall first rehearse the policy followed during my incumbency. I took over during the winter following the so-called "National Archives" issue of THE AMERICAN ARCHIVIST (October 1943) wherein all the articles and reviews with one exception were written by members of the staff of the National Archives. Since that time, I have tried to reduce the number of reviewers from the National Archives. To some extent I have tried to reduce the number of reviewers in Washington and have tried to increase those residing in other parts of the country. This policy has considerably increased the correspondence of the Book Review Section. Next, I have tried to increase the number of reviewers. In June 1944, return postcards were sent to all members and many responded. I have sent cards to new members since that date. Recently the Secretary has agreed that his office will send such a card to every new member at the moment of his enrollment. My plan is to pursue my search for "new faces" as opposed to "great names". I have reviews let out to persons like Leahy, Sioussat, and Leland which they will never do.

This business of neglecting to review a book but refusing to release it goes against my grain and I prefer to deal with lesser known figures who will deliver on time. I am reasonably content with the type and geographical location of the reviewers and I hope next to improve the quality of the reviews.

Turning now to your proposals; I wonder if I have not had the tendency to let out for review the material that is immediately available. National Archives reports and those of the state archivists come to me more easily. My immediate sources are the books sent to me by the Editor and the Secretary and writings on archival subjects accessioned by the National Archives Library. Besides these sources I do some sleuthing and get some tips from my colleagues. I have long thought that the annual reports of the various state archivists could be combined into a long review article, and dealt with in terms of helpful criticism of how an annual report should be written, but I never found anybody to undertake it and I doubt if an article of this nature is in my bailiwick anyway. I should like to raise the question, therefore, what is to be done in the absence of other review material? In the meantime, I shall get busy and see what can be done about the books we are apt to miss.

You mention the possibility of a review of a host of articles in magazines and periodicals. You will notice that only rarely have we reviewed magazine articles and I supposed this was "the party line", so consequently your suggestion causes considerable surprise to me. Do you mean more full length reviews in this field or do you feel these should be handled by the "shorter notice"?

I have some questions concerning the Archivist's Bookshelf. You may be interested to know that for one issue, Mr. Trever and I submitted a list of articles of interest to archivists along the "current and choice" idea but it was rejected because it duplicated the annual bibliography which occurs in the October issue. More specifically, what is the position of the Archivist's Bookshelf? Is it an adjunct of the Book Review Editor, a separate department run by a separate editor or a function of the Editor in Chief to which we make contributions?

Mr. Trever tells me that you also are interested in ~~reducing~~ *balancing* the balance between federal and local archives. I certainly believe that one way or another our periodical should get down to the "grass roots" of local records. Think how many registers of deeds there are who learn archival methods only from the Remington Rand or other salesman.

Sincerely yours,

Richard G. Wood
Richard G. Wood
Book Review Editor
THE AMERICAN ARCHIVIST

RGW:rlw

1105 South Second Street
Springfield, Illinois
March 19, 1946

Dr. Richard G. Wood
Book Review Editor
The American Archivist
600 Lawrence Street, N.E.
Washington 17, D.C.

Dear Doctor Wood:

Thank you for your very fine letter of March 13th concerning the policy for book reviews. I was a little afraid that what I had said about new plans for the review section would make you feel that I was dissatisfied with what you were doing. That is not true at all, but I am hoping that I will be able to work more closely with you than Professor Pease was able to do, because of being closer to archival work.

I like the idea of your calling upon the membership in general rather than upon the big names for reviews. Some of our members seemed to have failed to grasp the idea that the American Archivist is not merely something to which they subscribe, but that it is a cooperative enterprise. Judging from myself, no one does any Society work unless assigned definite tasks. It seems to me that the writing of book reviews is a good way for younger members of the profession to break in to writing professionally. Perhaps the quality of the reviews may not be quite as high, but we all know of too many reviews written by well-known writers who seem to be venting their spleen upon people who have written books. I have no sympathy or patience with the reviewers who count the number of misspellings or pounce upon minor matters of opinion as though they were terrible inaccuracies. Our reviews in the American Archivist have fortunately been lacking in that type of critical spirit. I hope they may continue that way.

You say that I mention the possibility of a review of a host of articles in magazines and periodicals. It was my thought that these should be merely shorter notices. Often these are of immediate interest but not perhaps of a quality which will get them listed in the annual review of archival literature.

Concerning the Archivist's Bookshelf, I still want that as an adjunct to the Book Reviews section. I do not think that we would normally be reviewing more than one or two books or categories of books in any one issue, and there might be a duplicate if two people were handling it. I am getting away from the idea of formal papers.

R.G.Wood
Am.Ar.
3-19-46.

-2-

in that I think the American Archivist should give space needed for adequate treatment of any subject in hand, whether that be one paragraph or a whole issue. I doubt if our Archivist's Bookshelf would ever take more than one page. By calling it the Archivist's Bookshelf I am merely excusing our mentioning some of the standard books; such as, the Standard Law Dictionary, which are not any books of which we could not get free review copies, but there are books which the archivists should know about, and I find most archivists do not know them.

I have just purchased a copy of a pamphlet issued by the Chicago Bureau of Filing & Indexing entitled "Retention and Preservation of Records with Destruction Schedules" just issued by this organization. The Chicago Bureau of Filing & Indexing is the leading filing school in the Middlewest; that is, it is a school which specializes in training filing analysts. This publication was written for distribution to business houses, and while it contains comparatively little which is new to archivists, it is a sort of thing which they might find useful to recommend to their clientele. Particularly it would be of interest in the field of business archives. This has just been issued within the last few weeks, and it may not come to your attention. I would suggest this would be worth at least notice if not an extended review. The address of the Chicago Bureau of Filing and Indexing is 25 East Jackson Boulevard, Suite 1215, Chicago, Illinois.

Sincerely,

Editor-Elect
THE AMERICAN ARCHIVIST

mcn:lk

1105 South Second Street
Springfield, Illinois
March 25, 1946

Dr. Richard G. Wood
600 Lawrence Avenue, N.E.
Washington, D. C.

Dear Doctor Wood:

Doctor Buck is considering my request to set up as a regular project of the National Archives a procedure for making translations or abstracts of foreign language material pertaining to archives administration. This he will permit us to print in the American Archivist. I am very glad because that will relieve your burden somewhat of trying to get information on foreign publications.

Have you arranged for a review of Roscoe Hill's new book entitled "The National Archives of Latin America" which has just been published by the Harvard University Press as Miscellaneous Publication No. 3 of the Joint Committee on Latin American Studies of the NRC, the ACLS, and the SSRC.

Sincerely,

Editor-Elect
THE AMERICAN ARCHIVIST

mcn:lk

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~~THEODORE C. PEASE~~
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600 Lawrence St., N. E.
Washington 17, D. C.

Managing Editor
THEODORE C. PEASE

Reviews of Books
RICHARD G. WOOD

News Notes
KARL L. TREVER

28
March 28, 1946

Miss Margaret Norton, Editor
THE AMERICAN ARCHIVIST
1105 South Second Street
Springfield
Illinois

My dear Miss Norton:

Here is the first review for your May 1 deadline. As submitted, this review was interesting because it included references to certain D&RGW forms attached. If you are interested in these forms I can send them, although I assume you will not want to print them.

Concerning the new section, the Archivist's Bookshelf, can you do a model entry for me so I can see just how it will look for length, formal style, and the like?

Sincerely yours,

Richard G. Wood
Richard G. Wood
Book Review Editor
THE AMERICAN ARCHIVIST

RGW:rlw
Encl.



THIS SIDE OF CARD IS FOR ADDRESS

Miss Margaret Norton
1105 South Second Street
Springfield
Illinois

600 Lawrence St. NE.
Washington 17, D.C.
March 30, 1946

My dear Miss ~~Morgan~~,
==

Yes, Dr. Helli's new book
on Latin American colonies has been
set out to Isaac J. Cox and I hope it
will be ready for the May 1 deadline.

Sincerely,

Richard G. Wood

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~~Urbana, Illinois~~
~~XXXXXX~~

600 Lawrence St., N. E.
Washington 17, D. C.

Managing Editor
THEODORE C. PRASE

Reviews of Books
RICHARD G. WOOD

News Notes
KARL L. TREVER

April 3, 1946

Miss Margaret Norton, Editor
THE AMERICAN ARCHIVIST
1105 South Second Street
Springfield
Illinois

My dear Miss Norton:

Your inquiry about Hill's work on Latin American Archives reminds me that I ought to let you know where we stand in the matter of reviews so you will know what to expect this month.

The following works have been farmed out:

<u>Author</u>	<u>TITLE</u>	<u>Reviewer</u>
Wilson	Analysis of Government Records as an Emerging Profession, <u>Library Quarterly</u>	Mitchell
Nute	Calendar of American Fur Company Papers	Rouse
Colorado, Div. of Archives	First & Second Annual Reports	King
Delaware Archives Commission	Annual Report 1944-45	Beeson
Federal Fire Council	Manual of Fire Protection	Flick
York Historical Society	Annual Report	Gondos
India Records Commission	Annual Report	Leavitt

<u>Author</u>	<u>Title</u>	<u>Reviewer</u>
Anderson & Gaus	Research in Public Administration	Chatfield
Negotiations are going on for the following:		
National Archives	Eleventh Annual Report	
Pogner	Drei Vorträge Zum Archivwesen der Gegenwart	
I am pondering:		
Mountin & Flook	Devices for Reducing Health Department Records & Reports	
Univ. of Michigan	University Microfilms	
Chicago Bureau of Filing & Indexing	Retention & Preservation of Records	
I am sending:		
Swedish State Archives	<u>Meddelanden från Svenska Riksarkivet för År 1944.</u>	

Sincerely yours,

Richard G. Wood
Richard G. Wood
Book Review Editor
THE AMERICAN ARCHIVIST

RGW:rlw
Encl.

1105 South Second Street
Springfield, Illinois
April 6, 1946

Dr. Richard G. Wood, Book Review Editor
The American Archivist
600 Lawrence Street, N.E.
Washington 17, D. C.

*Copy sent
to the Carl
Lanke*

Dear Doctor Wood:

Thank you for the reviews which had been sent to you; also for your note of March 30 about Doctor Hill's new book.

So far I have not been able to find time to do a model entry for the Archivist's Bookshelf, since I cannot get hold of copies of certain of the books which I would want to use. However, I have made some notes which may be helpful to you. The first book note will bear an explanation worded something like this: "With this issue we initiate a series of booknotes on some of the older standard reference books on archives, manuscripts and allied fields. Some of these books, such as the law dictionaries, will be useful chiefly for the archivist; others, such as books on filing, will be recommended by the archivists to other government officials who seek advice on better care of their records. Others, such as books and articles on methodology for genealogists will be recommended to our patrons". I have in mind two types of book notes; first, descriptive notes about the best books on certain subjects:

- 1) What book or books to you recommend as elementary text books on filing or books which would be useful to a policy making official in setting up files?
This would probably include not only books but perhaps some of the advertising literature on setting up files issued by some such concerns as Remington Rand and Shaw Walker.
- 2) Your institution has acquired a large map collection which you are now about to classify and catalog. What books would be helpful to you?
I suggest that Mr. Joerg of the National Archives might do something of this sort.
- 3) Genealogy. a)
 - a) What are the basis reference books for a small genealogical collection?
 - b) What books would be useful to your patrons who are about to begin genealogical research?
Doane has written one book about this subject, but I believe there is a later one.

Possibly this might be a good subject for a full length article rather than mere reviews.

- 4) What are the best law dictionaries?
- 5) What is the best book on Printed forms? (Ladson Butler & O.E. Johnson's "Management Control Through Business Forms". This is the book I am trying to get hold of for the sample of what I want).
- 6) What are the most useful books on place names?
- 7) What books are helpful in filing names which are basically the same but which are variously spelled? (Such things as the Chapter in one of the U. S. Census summary volumes on the 1790 census which lists with variations the names which had 100 or more entries).
- 8) What are the most helpful manuals for the editor of an historical periodical.
Example: Benbow, Manuscript and Proof, published by the Oxford University Press.
- 9) What books or articles on watermarks should be useful to a manuscript curator? (Suggest following through on the bibliography in Dard Hunter's Papermaking: The History and Technique of an Ancient Craft).
- 10) General books on illuminated manuscripts, and particularly information about facsimiles which would be useful for exhibition purposes.
- 11) Autographs and Historical manuscripts. Are there any helps for appraisals; such as "Book Prices Current"? All archivists and manuscript curators get many requests to evaluate manuscripts.
- 12) Books and Articles on Seals to be found on Colonial and later documents. Also where to look for information on the care of seals.
- 13) Books on the scientific examination of manuscripts; such as, R. B. Haselden, Scientific Aids for the Study of Manuscripts, Bibliographical Society of London, 1935.
Albert Sherman Osborn, Questioned Manuscripts, 2d edition, Albany, Boyd Printing Company, 1920.
Arthur J. Quirk, Forged, Anonymous and Suspect Documents, London, George Rutledge & Sons, Ltd. 1930.
C. Ainsworth Mitchell, Documents and their Scientific Examination, London, Charles Griffin & Co., Ltd., 1920.

I would also like to see reviews of some of the older books on manuscripts. These would probably be separate reviews of not more than two or three paragraphs or even less. Some of the books I have

in mind are:

- D. Cockerell, Book Binding and the Care of Books, 1915.
F. Madan, Books in Manuscript, 2d ed. 1920. London, Kegan Paul,
Trench, Trubner & Co., Ltd.
Thoyts, E.C. (afterwards E. N. Cope), How to Decipher and Study
Old Documents, 1909.
Grant, Julius, Books and Documents; Dating, Permanence and Preserva-
tion. London, Grafton & Co. (This may have been review in the
American Archivist)

In other words, I have in mind building up gradually for the archivists and manuscript curators a reference list of best books comparable to the librarians' "Reference Books" by Isadora Mudge.

I think of the Archivist's Bookshelf as being primarily in the nature of fillers. For that reason I do not want to have extended reviews.

You will notice that many of these books are not exactly in the archival field but rather in the field of historical manuscripts. I am doing this deliberately, because a large part of our membership is made up of archival establishments which are also state historical agencies. It seems to me that we should stimulate a more scholarly approach to the historical manuscripts field. Most of our smaller institutions I suspect are more interested in genealogy than in anything else. I would like to see some of our younger archivists and manuscript curators interest themselves in the scholarly side of manuscripts per se. I am wondering if you may not be able to work out something along this line with the courses given by Doctor Posner at the American University.

Sincerely,

Editor-Elect
THE AMERICAN ARCHIVIST

mcn:lk

1105 South Second Street
Springfield, Illinois
April 16, 1946

Mr. Richard G. Wood, Book Review Editor
The American Archivist
600 Lawrence Street, N. E.
Washington 17, D. C.

Dear Doctor Wood:

You have doubtless seen all these announcements, but in case you have missed any of them I am calling your attention to the following articles and books:

A new edition of H. M. Lydenberg and John Archer "The Care and Repair of Books". New, rev.ed. R. R. Bowker Co., 62 W. 45th St., New York 19. Price \$2.50.

I do not remember that the earlier edition was reviewed in the American Archivist; if not, it would be well, I believe, to review this at this time.

Benjamin, Mary A. "Autographs: A Key to Collecting." New York. R. R. Bowker Company, New York 19. 1945.
The blurb on this describes it as "A practical handbook that tells why and how autographs are collected". 14 Chapters, including Origins and Growth of autograph collecting; Terminology; How and What to collect"
I do not know whether this is of a nature to be interesting to our members, but I suspect it may be. I have not seen a copy, so cannot judge.

New Jersey Public Library Commission. "The Origin of New Jersey Place Names". Trenton, New Jersey. Reissued by New Jersey Public Library Commission, 1945. 33 p.
Again I do not know whether this is of interest.

Wilcox, J. K. "New Guides and Aids to Public Documents". 1944. In Special Libraries for December 1945, vol. 34 pp.474-478
Probably needs only the merest mention.

Pritchard, J. G. "Army and Navy Filing". 1943. Southwestern Pub. Paper. 28¢
I do not know whether this is of any value.

The article by J. Edgar Hoover in the April issue of Readers' Digest, the title of which is not at hand, but it describes the German use of microphotography in spy work. Whole letters were copied on film the size of typewriter dots.
Perhaps notice of this belongs in the Technical Section, but I think it might be an interesting thing to call attention to.

R.G.Wood, Am.Ar.
4-17-46.

-2-

The April 1946 bulletin of the American Association for State and Local History entitled "Church Archives & History".

I trust that some more book reviews will come along before my May first deadline.

Sincerely,

Editor-Elect
THE AMERICAN ARCHIVIST

men:lk

THE AMERICAN ARCHIVIST

Published Quarterly by the Society of American Archivists
University of Illinois, Sponsor

Editorial Board

CHRISTOPHER B. COLEMAN

EDNA L. JACOBSEN

KARL L. TREVER

GRACE L. NUTE

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~~CONFIDENTIAL~~

600 Lawrence St., N. E.
Washington 17, D. C.

Managing Editor
THEODORE C. PEASE

Reviews of Books
RICHARD G. WOOD

News Notes
KARL L. TREVER

April 20, 1946

Miss Margaret Norton, Editor
THE AMERICAN ARCHIVIST
1105 South Second Street
Springfield
Illinois

My dear Miss Norton:

This is to enclose three reviews. Others are expected next week so you can anticipate more and I expect another Swedish publication to come in at the last moment (April 29).

I have your April 16 list of books and I shall use some of them for a back log toward the October issue. Pritchard Army and Navy Filing was reviewed in the July 1945 issue. I am negotiating with Kretzman to do the Church Archives and History.

As for the "Archivists Bookshelf" for the next issue, I could not persuade Mr. Joerg to do background books on geography, so I was obliged to turn elsewhere. I do, however, expect to have something for you. For the October issue I had in mind books on genealogy or do you want the types of books mixed up a little?

Sincerely yours,

Richard G. Wood
Richard G. Wood
Book Review Editor
THE AMERICAN ARCHIVIST

RGW:rlw
Encl.

1105 South Second Street
Springfield, Illinois
April 23, 1946

Mr. Richard G. Wood
Book Reviews Editor
The American Archivist
The National Archives
Washington 25, D. C.

Dear Mr. Wood:

My attention has been called to an article in Wilson's Library Bulletin for February 1946, page 418, by Eugene C. Grayland entitled, "War Archives in New Zealand". I have not yet been able to get hold of a copy of this bulletin, but you may have a copy in the National Archives. It might be worth mentioning in your shorter notices.

I have not noticed any other new books or articles in the last week or so, which probably is a relief to you.

Sincerely,

Editor-Elect
THE AMERICAN ARCHIVIST

mcn:lk

THE AMERICAN ARCHIVIST

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~~XXXXXX~~
~~XXXXXX~~
~~XXXXXX~~

600 Lawrence St., N. E.
Washington 17, D. C.

Managing Editor
THEODORE C. PEASE

Reviews of Books
RICHARD G. WOOD

News Notes
KARL L. TREVER

April 24, 1946

Miss Margaret Norton, Editor
THE AMERICAN ARCHIVIST
1105 South Second Street
Springfield, Illinois

My dear Miss Norton:

This is to enclose four background geography books which Mrs. Bartlett did for your first "Archivist's Bookshelf". I hope I am on the right track and, if not, need to be corrected so that proper changes can be made when scouting around for material for the page in the next issue.

I expect to send you more material on Saturday.

Sincerely yours,

Richard G. Wood
Richard G. Wood
Book Review Editor
THE AMERICAN ARCHIVIST

RGW:rlw
Encl.

THE AMERICAN ARCHIVIST

Published Quarterly by the Society of American Archivists
University of Illinois, Sponsor

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GRACE L. NUTE

~~XXXXXX~~
~~XXXXXX~~
~~XXXXXX~~
~~XXXXXX~~
~~XXXXXX~~

600 Lawrence St., N. E.
Washington 17, D. C.
April 30, 1946

Managing Editor
THEODORE C. PEASE

Reviews of Books
RICHARD G. WOOD

News Notes
KARL L. TREVER

Miss Margaret Norton, Editor
THE AMERICAN ARCHIVIST
1105 South Second Street
Springfield, Illinois

My dear Miss Norton:

Here are some more reviews and a final one goes forward in the morning.

A word about Miss Chaffield's review of Anderson and Gaus. It is very long but I told her, while I did not object to length, that I could not speak for you since I did not know your policy thereon.

Another word on the translation of titles from the Russian periodical. Mr. Trever thinks this might be run as a kind of "shorter notice", You may wish to cast it in paragraph form.

Sincerely yours,

Richard G. Wood
Richard G. Wood
Book Review Editor
THE AMERICAN ARCHIVIST

RGW:rlw
Encl.

Miss Chaffield wants "second administration" (singular) not initial rather than in the plural. RGW

1105 South Second Street
Springfield, Illinois
May 2, 1946

Dr. Richard G. Wood
Book Review Editor
The American Archivist
600 Lawrence St., N. E.
Washington 17, D. C.

Dear Doctor Wood:

Thank you for the splendid review which you have been sending me recently. I particularly liked Doctor Falsit's review of the report of the Archivist of the United States. While this is somewhat longer than we like for reviews, it is such a vigorous endorsement of Doctor Buck that I am almost tempted to take it out of its setting in the reviews and make it an editorial.

Incidentally, I am toying with the idea of asking for a guest editorial in each issue. Certainly most of us have things about which we feel very strongly, and this ought to be a feature. I have led off with such an editorial as a sample in the July issue. Of course that will not be within your province, but if you have something you want to get off your chest or have any suggestions of people to be approached for this, I would be glad of the suggestion.

Mrs. Bartlett did a superb job with the books on maps. That is exactly what I want--for each topic a selection of the most important books on the subject with a brief statement of their scope and the specific way in which they could be used by the archivist. There is one book which she did not mention. I think it has probably been reviewed in THE AMERICAN ARCHIVIST, but I have not checked on it. That is L. A. Brown's "Notes on the Care and Cataloging of Old Maps," 1940. I will check on this, and if this book has been reviewed will add a foot note calling attention to the review of this book. If it has not been reviewed, it might be worth a separate review in the regular review section.

I cannot tell you how deeply I appreciate the marvelous cooperation which you people at the National Archives are giving me in putting together my first issue of THE AMERICAN ARCHIVIST. Until I get Karl Trever's News Notes, which is probably in the mail, I can hardly tell how much space I have, but it looks very much as if I am, wonder of wonders, going to have more material than I can use for the July issue. I am using all of your reviews, however. I have not received the last four reviews but presume I will find them when I get home tonight.

Sincerely,

Editor-Elect
THE AMERICAN ARCHIVIST

mcm:lk

*American
Archivist*

1105 South Second Street
Springfield, Illinois
May 8, 1946

Mr. Richard G. Wood
Book Reviews Editor
The American Archivist
600 Lawrence St., N.E.
Washington, D. C.

Dear Mr. Wood:

Just a few lines to tell you how greatly I appreciate the cooperation you have given me in getting out this my first number of The American Archivist. I finally used all of the reviews except the one which Miss Chatfield sent which I still think is too long. I will write to her direct about this in a few days.

The July issue of The American Archivist was sent to the printer last Monday. It was necessary to get this off at that time because of the embargo on express shipments which goes into effect here on Thursday of this week.

So far as I can now foresee it will be necessary to adhere to an August 1st deadline for the October issue. The printer says he must have six or seven weeks for printing under present conditions, but when and if he returns to normal we can reduce this and so move up the deadline to a later date.

I have been looking through recent issues of Publisher's Weekly when I have time, to try to catch any new books which might slip our attention. So far I have found notices of only two. These were mentioned in a review of recent Swiss books, and we probably could not get hold of them for review. They sound like something that might make good exhibit material, so I am sending them along together with a notation of the place where I found them.

Sincerely,

Editor
THE AMERICAN ARCHIVIST

mcn:lk
Enc.

Schatzkammer der Schreib Kunst
(Treasury of Calligraphy) selected
and with an introduction by
Jan Tschichold, Basel, Birkhaeuser
1946.

Rev. in Pub. Weekly p.1998 Apr. 6, 1946

Mittelalterliche buch-und, urkunden-
schriften (Medieval book and document
hands). 50 plates with explanations
and complete transcription by Hans
Foerster, Bern, Paul Haupt, 1946
Switzerland

Pub. Weekly Apr. 6, 1946 Rev. p.1998

Schatzkammer der Schreib
Kunst (Treasury of Calligraphy)
selected and with an introduction
by Jan Isenhardt, Basel, Birk-
häuser 1946

Rev. in Pub weekly p. 1998 Apr 6, 1946

Mittelalterliche Buch- und Urkunden-
schriften (medieval book and
document hands). 50 plates with
explanations and complete transcriptions
by Hans Jorster, Bern, Paul Haupt,
1946
Switzerland
Pub. weekly Apr. 6, 1946 Rev. p. 1998

Patterson, Caleb Perry & others

State and local government in
Texas; with supplement of de-
velopments since 1940. 6 23 p. (bibl.
and bibl. footnotes) diagrs. O. c. '40, '45,
N. Y. Macmillan 3.00

Pub weekly Apr 20, 1946

THE AMERICAN ARCHIVIST

Published Quarterly by the Society of American Archivists
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Editorial Board

CHRISTOPHER B. COLEMAN
EDNA L. JACOBSEN
KARL L. TREVER
GRACE L. NUTE

328 Lincoln Hall
~~328 Lincoln Hall~~
~~600 Lawrence St. NE.~~
~~Washington 17, D.C.~~
600 Lawrence St. NE.
Washington 17, D.C.
May 29, 1946

Managing Editor
THEODORE C. PEASE

Reviews of Books
RICHARD G. WOOD

News Notes
KARL L. TREVER

Miss Margaret Norton
1105 South Spring Street
Springfield, Illinois

My dear Miss Norton,

This is to inquire if the following works are too old for
review purposes. They are new to the NA Library.

A Hand-Book to the Records of the Government of India in the Imperial Record
Department 1748 to 1859. (Calcutta Government of India Central Publication
Branch, 1925. Pp. ii, 158.)

A Manual of Rules regulating Access to Archives in India and Europe. (New Delhi .
Imperial Record Department, Government of India Press, Calcutta, 1940. Pp. 63.)

The Library of Congress does not have the two Swiss books you
mentioned but will inform me when it does.

Sincerely yours,

Richard G. Wood
Richard G. Wood

American Revolution

June 11, 1946

Mr. Richard G. Wood
600 Lawrence St., N.E.
Washington 17, D. C.

Dear Mr. Wood:

Under separate cover I am sending you a supply of letterheads. When you need more please let me know.

I think it would be all right to publish a joint review of the Handbook to the Records of the Government of India, and A Manual of Rules Regulating Access to Archives in India and Europe. The handbook is, of course, out of date and normally I do not think we would publish a separate review. I would not consider the 1940 publication, however, too early for review, and the two might well be done together.

Sincerely,

Editor

mon:lk

June 20, 1946

Mr. Richard G. Wood
Book Reviews Editor
The American Archivist
The National Archives
Washington 25, D. C.

Dear Mr. Wood:

Under separate cover I am sending you two books from the Civilian Production Administration, Bureau of Demobilization, one entitled "The Role of The Office of Civilian Requirements in the Office of Production Management and War Production Board", the other "Truck Production and Distribution Policies of the War Production Board and Predecessor Agencies".

My first thought was that since these do not deal with the records specifically perhaps we should not review them. On giving further thought, however, I realized that this writing of war experiences by Government departments is something which archivists are encouraging, and I think it might be desirable to have careful reviews of a very few of the first of these. However, you may use your judgment in this matter.

In the list of editors which appears on the inside cover of The American Archivist it has been customary to use the full name. It was not until I received page proof for the July issue that I realized that your name alone appears just as "Richard G. Wood". It is too late to include the name in this issue, but I would appreciate having your middle name to use in future issues.

Sincerely,

Editor

mcn:lk

The American Archivist

PUBLISHED QUARTERLY BY THE SOCIETY OF AMERICAN ARCHIVISTS

600 Lawrence St. NE.
Washington 17, D.C.
June 24, 1946

Miss Margaret C. Norton
1105 South Second St.

Editorial Board
KARL L. TREVER
LEON DEVALINGER, JR.
GRACE LEE NUTE
WILLIAM D. OVERMAN

Springfield, Illinois

My dear Miss Norton,

Reviews of Books
RICHARD G. WOOD
News Notes
KARL L. TREVER
Technical Committee
GUST SKORDAS

This will acknowledge with thanks the letterhead and the envelope recently received from you.

Plans are being made for the August 1 deadline. One review (Colorado volume) is in my hands so soon. Meredith B. Colket, Jr. has agreed to do "The Archivist's Bookshelf". He will write paragraphs on A Century of Population Growth, Doane, Jacobus, and three other genealogical works to be selected by him. This is all with the proviso that you will reject some of the items if there are too many to suit your purpose.

Sincerely,

Richard G. Wood

June 27, 1946

Mr. Richard G. Wood
600 Lawrence St., N.E.
Washington 17, D.C.

Dear Mr. Wood:

I am very glad that you have found someone to do The Archivist's Bookshelf for the October issue. Do not press too hard a lot of reviews for that issue. I have not yet heard whether the annual bibliographical compilation will be ready for publication in that issue. If it is, that more or less takes the place of extended reviews. I do want The Archivist's Bookshelf each time, though, if we can arrange for it.

Sincerely,

Editor

mcn:lk

The American Archivist

PUBLISHED QUARTERLY BY THE SOCIETY OF AMERICAN ARCHIVISTS

600 Lawrence St. NE.
Washington 17, D. C.

June 28, 1946

Editorial Board

KARL L. TREVER
LEON DEVALINGER, JR.
GRACE LEE NUTE
WILLIAM D. OVERMAN

Reviews of Books

RICHARD G. WOOD

News Notes

KARL L. TREVER

Technical Committee

GUST SKORDAS

Miss Margaret C. Norton

Manuscript Editor

1105 South Second St.

Springfield, Illinois

My dear Miss Norton,

This will acknowledge the two
administrative studies which came yesterday. Perhaps
I can get Dr. Louis Hunter of the American University to
do them.

Not that I set any store by it,
my middle name is George

Sincerely yours,

Richard G. Wood

Am. Arch.

July 3, 1946

Mr. Frank E. Bridgers, Secretary
Interagency Records Administration
Conference
The National Archives
Washington, D. C.

Dear Mr. Bridgers:

Thank you for placing my name on the mailing list for the Interagency Records Administration Conference. The proceedings of these conferences are of great importance and from time to time The American Archivist may wish to reprint some of the articles.

In accordance with our arrangement with the National Archives in connection with the Open Conferences of the National Archives staff, we of course do not publish any of these things without permission.

Sincerely,

Editor

mcn:lk

*American
Archivist*

July 12, 1946

Mr. Richard G. Wood
Book Reviews Editor
The American Archivist
The National Archives
Washington 25, D. C.

Dear Mr. Wood:

In preparing to send out reprints of the
reviews I find that I need the following addresses:

Dorothy W. Bartlett
Victor Hugo Paltsits
Hugh Flick
Elizabeth Kieffer
Harold Larson

Robert Klaus and Edward F. Rowse I presume are at
the National Archives. Isaac J. Cox is a Professor
Emeritus at Northwestern University, but I do not
know his present address.

I would very much appreciate it if you could
supply the latest addresses of these people.

Sincerely,

Editor

mcn:lk

The American Archivist

PUBLISHED QUARTERLY BY THE SOCIETY OF AMERICAN ARCHIVISTS

MARGARET C.
NORTON

Managing Editor

Archives Department
Illinois State Library
Springfield, Illinois

Editorial Board

KARL L. TREVER
LEON DEVALINGER, JR.
GRACE LEE NUTE
WILLIAM D. OVERMAN

Reviews of Books
RICHARD G. WOOD

News Notes
KARL L. TREVER

Technical Committee
GUST SKORBAS

600 Lawrence St. NE

Washington 17, D.C.

July 21, 1946

Miss Margaret C. Norton
1105 South ~~Spring~~ ^{Second} St
Springfield, Illinois

My dear Miss Norton,

This will enclose four (4) remains
some of which may be short enough to be used
as "shorter notices".

Here are the addresses requested:

Mrs. Dorothy W. Bartlett
2801 15th St. NW.
Washington, D.C.

Dr. Victor Hugo Paltsits
The W. L. Lintman
161 St. 7 89th Avenue
Jamaica, Long Island, New York

Major Hugh Flick
2150 Cathedral Ave. NW
Washington 8, D.C.

Miss Elizabeth Kieffer
Franklin + Marshall College
Lancaster, Pennsylvania

Dr. Harold Janson
4534 North 19th St.
Arlington, Virginia

Dr. Edward F. Rouse
5206 Glenwood Road
Bethesda 14, Maryland

Dr. Robert Claus
17 Shuandoak Road
R.F.D. #1
Alexandria, Virginia

Dr. Isaac J. Cox
Louisiana State University
College of Arts and Sciences
University Station
Baton Rouge, Louisiana

I notice that only one of Dr. Larson's
reviews was published. The earlier one, Meddelander från
Svenska Rikssamfundet för Ar 1944 was submitted on
April 3, 1946 and maybe in the material you
inherited from Dr. Pearce. Dr. Larson will be sure
to ask me what your intentions because I
have already overworked him by leaving him 2
two reviews in one month. Hence, you can
see that I shall need an answer.

This will acknowledge the arrival of
several WPB studies. How many of these do
you intend to have reviewed? Dr. Louis C. Hunter
is at work on The Role of the Office of Civilian
Requirements Study #20, which was in the first
lot you sent

Only two days remain in which to
meet the deadline. Do you know yet
how much I am to be restricted in space?

Sincerely yours

Richard G. Wood

*James
Archivist*

July 25, 1946

Mr. Richard G. Wood
600 Lawrence St., N.E.
Washington 17, D.C.

Dear Mr. Wood:

I have made a careful search and have been unable to locate Dr. Larson's review which you say he submitted on April 3, 1946. Dr. Pease has been quite punctilious in sending me everything which has come to him. Would you be good enough to write to Dr. Larson explaining that his copy seems to have been lost as a result of the changeover from Dr. Pease's office to my office, and ask him if he has another copy which he could send us. I would be very glad to publish it if so.

Under separate cover I am forwarding more documents from the Civilian Production Administration, Bureau of Demobilization. Of these I would think that "The Chronology of the War Production Board and Predecessor Agencies" would be the most important one for review. I suggest, however, that we hold all of these for a while until we find out how many publications this Department intends to issue, then perhaps have the whole group reviewed at a time. However, I will leave it to your judgment as to what we shall do about it. I would not think that we could clutter The American Archivist with reviews of half a dozen publications each month.

Since I am publishing one rather long article in the October issue and several shorter ones, I do not much care whether we have a long Book Review section this time or not. I do want the Archivist's Bookshelf, however, which I believe you said was to be on genealogy this time. Send along any other reviews which come in before the first of August, but do not make a great effort to get more in.

Sincerely,

Editor

mcn:lk

The American Archivist

PUBLISHED QUARTERLY BY THE SOCIETY OF AMERICAN ARCHIVISTS

600 Lawrence St., N. E.
Washington 17, D. C.
July 30, 1946

Editorial Board

KARL L. TREYER
LEON DEVALINGER, JR.
GRACE LEE NUTZ
WILLIAM D. OVERMAN

Reviews of Books

RICHARD G. WOOD

News Notes

KARL L. TREYER

Technical Committee

GUST SKORDAS

Miss Margaret C. Norton, Editor-Elect
THE AMERICAN ARCHIVIST
1105 South Second Street
Springfield, Illinois

My dear Miss Norton:

First let me offer my tardy congratulations for bringing out the July issue on time. I liked the clear cut appearance of the new cover and I, for one, am glad you did not use columns.

The question now arises about NA Staff Information Circular # 13: Bauer, Appraisal of Current and Recent Records. If you intend to publish it, I'd like to know, otherwise I'll let it out for review.

In accordance with your space situation, I am resting on my laurels and am not submitting many reviews. I am sending a copy of Dr. Larson's missing review. Mitchel's paragraph on Wilson is intended as a Shorter Notice but you may wish to change it over to a short review. Also included are Mr. Colket's books for The Archivist's Bookshelf.

Sincerely,

Richard G. Wood
Richard G. Wood
Book Review Editor
THE AMERICAN ARCHIVIST

RGW:rlw
Encl.

The American Archivist

PUBLISHED QUARTERLY BY THE SOCIETY OF AMERICAN ARCHIVISTS

600 Lawrence ST. NE.
Washington 17, D.C.
July 31, 1946

my dear Miss Norton,

Herein is another review with
no time to setype it. I hope it will not
be too late.

This will acknowledge the
three WPB publications and return your
letter which I found with them.

Hastily
R. G. Wood

Editorial Board

KARL L. TREVER
LEON DEVALINGER, JR.
GRACE LEE NUTE
WILLIAM D. OVERMAN

Reviews of Books

RICHARD G. WOOD

News Notes

KARL L. TREVER

Technical Committee

GUST SKORDAS

August 2, 1946

Mr. Richard G. Wood
Book Review Editor
The American Archivist
600 Lawrence Street, N.E.
Washington 17, D.C.

Dear Mr. Wood:

Since we seem to be getting plenty of material, I am inclined to say that we should not reprint material which has already been published by the National Archives. I have not received a copy of NA Staff Information Circular #13: Bauer, Appraisal of Current and Recent Records. It sounds like something rather good. I wonder if you could obtain a copy for me. Meantime I think you had better let it out for review as I do not think I will publish it.

Mr. Colket's list of genealogy books is all right. Sometime it might be desirable to supplement this with reviews of the basic books for for genealogy libraries such as the DAR lineage books and a philosophical discussion of the sort of information one can get from non-genealogical publications such as county histories. This should not I would think be a review of specific books as a short article on the subject, and I would suggest that some person incharge of the state genealogical collection would be the logical person to approach. Perhaps Edna Jacobson of New York State Library could do the work or suggest someone. I do not think it should be someone from too large an institution, because they would be so used to a large collection that they would not be able to be as helpful as a person in a smaller institution. Miss Anna Poucher of the Indiana State Library is another person who might be able to do this.

I am forwarding two more publications of the CPA Bureau of Demobilization. As I said before, I think it would be desirable to hold the rest of this series until we get most of them in then have a long review which would discuss the entire series. I do think, however, that it might be desirable to note in each issue the fact that these volumes are coming out and that reviews will be published. I think a list of those published to date should appear, but unfortunately I have not made a memo of these as I

E.G. Wood
8-2-46.

-2-

have forwarded the volumes, so we will have to wait until the January issue; perhaps by that time the series will be complete.

I am glad you found the missing review by Dr. Larson. That is of course being published in the October issue.

The Archivist's Book Shelf has been enthusiastically received--at least one archivist wrote that she immediately ordered all the books on maps listed in the July issue.

Many thanks for your help on these reviews.

Sincerely,

Editor

mcn:lk

THE AMERICAN ARCHIVIST

Published Quarterly by the Society of American Archivists
University of Illinois, Sponsor

Editorial Board

CHRISTOPHER B. COLEMAN

EDNA L. JACOBSEN

KARL L. TREVER

GRACE L. NUTE

323 Lincoln Hall
X University of Illinois
~~323 Lincoln Hall~~
~~University of Illinois~~

600 Lawrence St. NE.
Washington 17, D.C.
August 9, 1946

Managing Editor
THEODORE C. PRASE

Reviews of Books
RICHARD G. WOOD

News Notes
KARL L. TREVER

Miss Margaret C. Norton
Editor, American Archivist
1105 South Second Street
Springfield, Illinois

My dear Miss Norton,

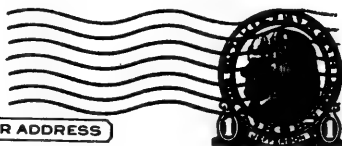
This will acknowledge the two more WFB publications
(on aluminum and gold mines). I, in turn, have sent you Bauer's essay.

I shall take to heart your suggestion for a second
genealogy page for some future issue of the "Archivist's Bookshelf". For
the January issue, I am planning to devote the Bookshelf to a consideration
of place names. I think I shall ask Lewis McArthur of Oregon if he will do it.

Mr. Trever informs me that he has worked out a division
of fields with Mr. Skordas. I am somewhat in doubt about my relations with
him. I hope that we can all get together at the October meeting relative to
the planning of an overall program.

Sincerely yours,

Richard G. Wood
Richard G. Wood
Reviews Editor
American Archivist



THIS SIDE OF CARD IS FOR ADDRESS

Mrs Margaret C. Norton
1105 South Second Street
Springfield
Illinois

605 Lawrence ST NE.
Washington D.C.
September 5, 1946

My dear Mrs. Norton,

Many thanks for the ^{reparations} of the
Review Section that came yesterday. Is there
any reason for this ^{largeness} or do you
just happen to have a surplus, any way,
much obliged.

Sincerely

R. G. Wood

September 15, 1946

Mr. R.G. Wood
600 Lawrence St. N.E.
Washington 17, D.C.

Dear Mr. Wood:

Several weeks ago you kindly sent me a copy of Mr. Bauer's Appraisal of Current and Recent Records. To my shame, I failed to acknowledge receipt and to thank you for your trouble. I had not seen it before.

Under separate cover I am sending you two more review copies: another bulletin from the Bureau of Demobilization of the Civilian Production Administration and J. Periam Danton's Education for Librarianship.

Under the present policy, I am sending out 15 copies of articles to authors, five copies of reviews to each reviewer and the same number to the author of the books reviewed. Through a misunderstanding, the printer did not include Miss Bartlett's Archivist's book shelf in the reprints of the reviews section. I had the copies printed, but could not send to some of the foreign associations whose works were reviewed because I did not have their addresses.

Sincerely,

EDITOR

The American Archivist

PUBLISHED QUARTERLY BY THE SOCIETY OF AMERICAN ARCHIVISTS

MARGARET C.
NORTON

Managing Editor

Archives Department
Illinois State Library
Springfield, Illinois

Editorial Board

KARL L. TREVER

LEON DEVALINGER, JR.

GRACE LEE NUTE

WILLIAM D. OVERMAN

Reviews of Books

RICHARD G. WOOD

News Notes

KARL L. TREVER

Technical Committee

GUST SKORDAS

600 Lawrence St., N. E.
Washington 17, D. C.
September 19, 1946

Miss Margaret Norton, Editor
The American Archivist
1105 South Second Street
Springfield, Illinois

My dear Miss Norton:

This will start the ball rolling toward the November deadline with two reviews: Pomerenze on Jewish Cultural Treasures and Martin on L. C. Annual Report.

I am interested to know that you are sending copies to persons in the review section. I take it this is over and above what Mrs. Hamer sends to them and does not abolish her work in this field.

Although the next deadline will be largely met by the time of the meeting, I hope you are going to be in town and that there will be an opportunity to get together with you to discuss the reviews section at that time.

Sincerely yours,

Richard G. Wood
Richard G. Wood
Book Review Editor
The American Archivist

RGW:rlw
Encl.

The American Archivist

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MARGARET C.
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Reviews of Books

RICHARD G. WOOD

News Notes

KARL L. TREVER

Technical Committee

GUST SKORNAS

600 Lawrence St., N. E.
Washington 17, D. C.
September 21, 1946

Miss Margaret Norton, Editor
The American Archivist
1105 South Second Street
Springfield, Illinois

My dear Miss Norton:

This is to send you Mrs. Minogues' review on Lydenberg and Archer, a book that you suggested we review last spring.

I was not able to persuade MacArthur of Oregon to do the place names so I am going to ask Mr. Ramsay who has been carrying on a ten year place name project in Missouri.

My supply of envelopes is running low. May I have more?

Sincerely yours,

Richard G. Wood
Richard G. Wood
Book Review Editor
The American Archivist

RGW:rlw
Encl.

September 29, 1946

Mr. Richard G. Wood
600 Lawrence St., N.E.
Washington 17, D.C.

Dear Mr. Wood:

My apologies for overlooking your request for more envelopes. Your letter came just as I was taking a breath after sending back page proof, and I simply filed it, and the reviews you sent, in my January folder. I am sending along some envelopes in the morning.

This will acknowledge the reviews from Mrs. Minogue, Mr. Pomrenze and Miss Martin.

I don't know what you mean by asking if my sending of copies of the reviews to the authors and reviewers supersedes Mrs. Hamer's work. Does she merely notify them that the reviews have been printed, or does she get copies of the reviews from the printer? I hardly think the latter. If she merely notifies them, I think she should continue doing so, even though I send copies, for I don't get them out very promptly.

Sincerely,

EDITOR

I just noticed the publication of "The Use of Personal Documents in History, Anthropology, and Sociology" by Social Science Research Council. N.Y. 1945. 243 p. Sounds like something we might want to review.

The American Archivist

PUBLISHED QUARTERLY BY THE SOCIETY OF AMERICAN ARCHIVISTS

MARGARET C.
NORTON

Managing Editor

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Reviews of Books
RICHARD G. WOOD

News Notes
KARL L. TREVER

Technical Committee
GUST SKORDAS

600 Lawrence St., N. E.
Washington 17, D. C.
October 12, 1946

Miss Margaret Norton, Editor
The American Archivist
1105 South Second Street
Springfield, Illinois

My dear Miss Norton:

This is to forward five reviews: Cantrell on Cuba, Wilson on Bauer, Bethel on India, Cochran on Pargellis and Hoyt on the University of Virginia Library report. I take this opportunity also to acknowledge the envelopes and the WPS report on hides and leather.

In regard to Mrs. Hamer's part, ever since I have been associated with the reviews, she has sent a clipping to each author of their review and to the reviewer. I sometimes supply her with addresses.

After considerable negotiations with various persons, Herman Friis of NA has agreed to do the Bookshelf on place names

Sincerely yours,

Richard G. Wood
Richard G. Wood
Book Review Editor
The American Archivist

RGW:rlw
Enclosures

25. also, a sixth review: Kutzman on Chunhamines and history

1105 South Second St.
Springfield, Illinois
October 19, 1946

Mr. Richard G. Wood
600 Lawrence St., N.E.
Washington 17, D.C.

Dear Mr. Wood:

This will acknowledge receipt of the six reports covered by your letter of October 18th. I am glad also that you have found someone to do the bookshelf on place names. This last feature is proving very popular - I get more comments upon that than upon any one thing in the American Archivist.

This is supposed to be my vacation, so I am spending it almost wholly upon the magazine. I have been going through some of our exchanges, notably Library Journal and have noted several books and articles which might receive reviews and short notices. For review I suggest:

Clark, Walter. Photography by infra-red. 2d ed. rev.
Wiley #6. (Tentative publication date Oct. 1946).
See Library Journal Sept. 1, 1946. p.1136

Black, George F. The surnames of Scotland: their origin, meaning and history. Has been appearing in the Bulletin of the New York Public Library. Part XXXV, the conclusion, appears in the Sept. 1946 number. I have July, Aug. and Sept. numbers received on exchange but probably you will have to get the entire series from the library for the reviewer.

For mention:

Hetherington, D.C. Mold preventive for bookbindings.
College and Research Libraries. July 1946. 7:261.
(I have not seen this)

Ristow, Walter W. Maps in Libraries. Library Journal, Sept. 1, 1946. p.1101-1107, 11:1-11:4. Has good bibliography; written from point of view of librarian, also of interest to historical librarian or archivist.

Schneider, Albert H. Splicing saves recopying damaged records. Weston's Record v.21 no.2 p.4-5, 15.
This last probably should be quoted rather than listed.
Sincerely,

The American Archivist

PUBLISHED QUARTERLY BY THE SOCIETY OF AMERICAN ARCHIVISTS

MARGARET C.
NORTON

Managing Editor

Archives Department
Illinois State Library
Springfield, Illinois

Editorial Board

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Reviews of Books
RICHARD G. WOOD

News Notes
KARL L. TREVER

Technical Committee
GUST SKORDAS

600 Lawrence St., N. E.
Washington 17, D. C.
November 2, 1946.

Miss Margaret Norton, Editor
The American Archivist
1105 South Second Street
Springfield, Illinois

My dear Miss Norton:

This is to send you an uncertain offering on the "Have You Seen?" plus two reviews (Mugridge on the "Little Guide" and Shulz on Autographs). Dr. Friis' contribution to the Book Shelf will be late.

I find that the joint committee work has seriously depleted my supply of letterhead and envelopes.

Sincerely yours,

Richard G. Wood
Richard G. Wood
Book Review Editor
The American Archivist

RGW:rlw
Encl.

November 8, 1946

Mr. Richard G. Wood
Book Reviews Editor
The American Archivist
600 Lawrence St. N.E.
Washington 17, D.C.

Dear Mr. Wood:

The arrival today of Remington Rand's "Government Narrator", no. 12, gave me the idea that it might be interesting to run as one of the Archivist's Book shelf numbers one on "House Journals and Other Trade Literature of Interest to Archivists". Among these might be mentioned three paper companies which have such journals: Weston's Record; (Brown's) Permanence; (Bradner Smith's) Paper and Printing Facts (suspended during the war but to be revived). Office Appliances (a magazine devoted to every sort of equipment). A recent pamphlet by The Esterbrook Pen Company "Going our way" (on the making of pens). A little search would probably reveal a number of pamphlets and house organs which occasionally contain material of great interest to archivists, but which they are quite apt to miss.

Just who could do this I do not know. It ought to be down East Skordis' alley, but I don't know his facilities for collecting this material.

Please remember me to Mrs. Wood. It was a great pleasure to meet her, and I hope our very brief chat the last day of the meeting will not be our last.

Sincerely,

THE AMERICAN ARCHIVIST

Published Quarterly by the Society of American Archivists
University of Illinois, Sponsor

Editorial Board

CHRISTOPHER B. COLEMAN
EDNA L. JACOBSEN
KARL L. TREVER
GRACE L. NUTE

323 Lincoln Hall
University of Illinois
Urbana, Illinois

600 Lawrence St. NE.
Washington 17, D.C.
November 20, 1946

Managing Editor
THEODORE C. PEASE

Reviews of Books
RICHARD G. WOOD

News Notes
KARL L. TREVER

Miss Margaret Norton
1105 South Second St.
Springfield, Illinois

My dear Miss Norton,

Your suggestion that we use the trade journals as one of the Archivist's Book Shelf numbers is at hand. Is this to be used for the April issue in place of the books on paper which we discussed when you were in Washington? If you decide to use the collection of trade journals next, Mr. Trever raises the question that somebody in Washington might find it easier to assemble the materials (say from the Library of Congress) than Mr. Skordas could in Annapolis. What is your reaction to this suggestion?

You now have Dr. Hunter's long review of one of the WPB-CPA publications. What shall I do about the other fourteen? Do you want to call a halt on this type, perhaps mentioning the one on chronology in Have You Seen? Or, do you wish any or all of the remainder let out for review?

Sincerely,

Richard G. Wood



THIS SIDE OF CARD IS FOR ADDRESS

Miss Margaret C. Norton
1105 South Second St.
Springfield
Illinois

600 Lawrence St. N.E.
Washington D.C.
Nov 22, 1946

My dear Miss Norton,

this is to acknowledge with
thanks the copy of Minutes of the War Production
Board you sent me.

Sincerely

Richard G. Wood
Reviews Editor
The American Architect



THIS SIDE OF CARD IS FOR ADDRESS

Miss Margaret C. Norton
1105 South Second St.
Springfield
Illinois

11-23-46
(letter on card)

My dear Mr. Norton,

This will acknowledge the
arrival of the stationery, envelopes and the
4 volumes of minutes of various boards.
Now, all I need to know, is what to do with
them.

Sincerely
Richard G. Wood

November 25, 1946

Mr. Richard C. Wood
630 Lawrence St. N.E.
Washington 17, 1946.

Dear Mr. Wood:

Under separate cover I am forwarding you another of the CPA publications. I hardly know what to say about reviews. It is my guess that the life of this organization is likely to be too short to have many more publications. I think where the publication is just like all the others in scope it will be sufficient to have a shorter notice; where it is more individual to have perhaps a review. I am willing to leave this entirely to your judgment, because, to tell the truth, I am sending these along without sufficient examination to form a judgment.

I am not suggesting the substitution of the trade journals number of the Archivist's Bookshelf for the one on paper. I just suggested it as one to be considered. I do not know to whom to farm out the trade journals. Probably it should be someone in Washington, but I am a little dubious about that because I want the state archivist's point of view on them. I doubt if Mr. Skordas has the material at hand, either. It is something for us to think about. Perhaps someone at the Library of Congress could do it, as you suggest. May I say, confidentially, that I wish the state archivists would volunteer for more of this spade work, but apparently we cannot count on them. I wonder if Mr. Robinson of New York could or would do it? He is rather a live wire even if some people think he is a little radical in some of his suggestions.

Sincerely y,

EDITOR

17

The American Archivist

PUBLISHED QUARTERLY BY THE SOCIETY OF AMERICAN ARCHIVISTS

MARGARET C.
NORTON

Managing Editor

Archives Department
Illinois State Library
Springfield, Illinois

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GRACE LEX NUTZ

WILLIAM D. OVERMAN

Reviews of Books
RICHARD G. WOOD

News Notes

KARL L. TREVER

Technical Committee
GUST SKORDAS

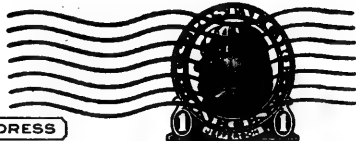
Goodwin STONE
Washington 17, D. C.
Nov 30, 1946

Miss Margaret Norton
Managing Editor TAA
1105 South Second St.
Springfield, Illinois
My dear Miss Norton,

Because of the shortness of the
time (I shall be out of town Dec 13-30), I
think I'd go ahead with the paper
because it looks earlier than the trade
journals. Therefore, I leave whether the
Institute of Paper and Paper mill Chemistry
at Appleton Wisconsin for suggestions.

This will give me
more time to cast about for somebody
to do the trade journals. I believe it
will have to be done in the vicinity of
large library resources such as Boston, New
York or Chicago. I favor somebody at
the Harvard Business School; Mr. Trever favors
some member of Colerain's New York
Committee on Business archives. Mr. T. is
not entirely convinced that Mr. Robinson
is the person to do it.

Sincerely,
R G Wood



THIS SIDE OF CARD IS FOR ADDRESS

Miss Margaret Norton
1105 South Second St
Springfield
Illinois

600 Lawrence ST NE.
Washington 17, D.C.
Dec 3, 1946

My dear Miss Norton,

This is to acknowledge the
arrival of the CPA historical study on
Labor Policies.

Sincerely
R.G. Wood

December 9, 1946

Mr. Richard G. Wood
Book Reviews Editor
The American Archivist
600 Lawrence St., N.E.
Washington 17, D.C.

Dear Mr. Wood:

My suggestion that we have a bookshelf article on trade publications was not meant to be a request for such an article for the April issue. I merely made the suggestion with the idea that sometime in the future it might be interesting. I have no intention of dictating to you about the conduct of your columns, and I think an article on paper at this time would be very good indeed, especially since Mr. Lokke is currently soliciting articles from Appleton and from Dard Hunter. I think probably some one at the Harvard Business School, perhaps librarian Cole, who is, I believe, one of our members, would do it. I do wish, though, that we could find someone who would have the local ~~hastate~~ archival point of view on it/ However, I leave it entirely up to you as to whether we even try for such an article. The bookshelf articles so far have been very find indeed.

In the next day or so I will send you three more of those CPA problems.

Sincerely,

MANAGING EDITOR

The American Archivist

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Managing Editor

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Reviews of Books

RICHARD G. WOOD

News Notes

KARL L. TREVER

Technical Committee

GUST SORBAS

600 Lawrence ST NE.

Washington 17, D.C.

December 19, 1946

Dear Margaret C. Norton
1105 South Second St
Springfield, Illinois
My dear Miss Norton,

I have gone forward with the paper idea for the Book Shelf mostly because it looked easier with the amount of time I had available (two weeks out of December in New Hampshire). I wrote to Mr. West of the Paper making library in Wisconsin and found he had done a similar book shelf at one time, somewhat on the chemistry side. He has agreed to one for us and I have asked him to include a book or two on permanence and water marks.

In re the review articles on the new checklists put out by the National Academies, after some talk, H. A. Galy finally referred. After several tries, I got Mezridge of the Library of Congress to undertake this job.

Sincerely,
Richard G. Wood

January 22, 1947

Dr. Richard G. Wood
Books Reviews Editor
The American Archivist
600 Lawrence St., N.W.
Washington 17, D.C.

Dear Dr. Wood:

This will acknowledge with thanks the five reviews to appear in the April number. I finally used all the reviews you had sent me in the January issue, contrary to what I had told you. This may mean a slimmer review section for April than you had planned, but that does not bother me because I have two unusually long articles for the April issue and can use the space. Of course I want the Bookshelf and the Have You Seen columns, and any other items which happen along between now and February 1st.

I have noticed the following items which might be noted in the Have You Seen column:

- 1) The article on German's technological secrets which appeared in the January Readers' Digest. I haven't a copy at hand and therefore cannot give the citation. This was condensed from a longer article in Harper's which I missed.
- 2) Israel Horowitz. Army air forces keep pictorial record. Library Journal December 15, 1946. Vol. 71 p.1751-1754
- 3) Byron Weston. A short history of paper making in Berkshire County. From a paper read before the Berkshire County Historical Society, Thursday, December 4, 1880, by His Honor, Byron Weston of Dalton, Lieutenant Governor of Massachusetts. Reprinted in Weston's Record, Vol. 21 no.3. Pp.6-10

Suggested for review:

Clark, Walter. Photography by infrared; its principles and applications. Second edition. N.Y. Wiley, c.p. 1946. 472p. illus. \$6.00

I am forwarding to you the latest Maryland Hall of Records publication: Land Office and Prerogative Court Records of Colonial Maryland.

I am writing with my eyes literally propped open, I am so tired tonight. I thought I had something else to take up with you, but I cannot think what it is just now.

Sincerely,

Have you seen the new report of the Iowa historical department for 1946 just out?

The American Archivist

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MARGARET C.
NORTON

Managing Editor

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Reviews of Books
RICHARD G. WOOD

News Notes
KARL L. TREVER
Technical Committee
GUST SKORNAS

600 Lawrence Street NE.
Washington 17, D.C.
January 25, 1947

Miss Margaret C. Norton
Managing Editor,
The American Archivist
1105 South Second Street
Springfield, Illinois

My dear Miss Norton,

This is to enclose Wright on the Chilean archives
and Mr. West's bibliographic essay on paper for the Book Shelf.

Material is promised thick and fast for the coming
week so expect to hear from me again.

Cordially yours,

Richard G. Wood
Richard G. Wood

The American Archivist

PUBLISHED QUARTERLY BY THE SOCIETY OF AMERICAN ARCHIVISTS

MARGARET C.
NORTON

Managing Editor

Archives Department
Illinois State Library
Springfield, Illinois

Miss Margaret Norton, Editor
The American Archivist

Editorial Board 1105 South Second Street

KARL L. TREVER Springfield, Illinois

LEON DEVALINGER, JR.

GRACE LEE NUTE

WILLIAM D. OVERMAN

My dear Miss Norton,

Reviews of Books
RICHARD G. WOOD

News Notes
KARL L. TREVER

Technical Committee
GUST BJORNDAL

This is to enclose two reviews by Dr. Hill. I send also

my contribution of HAVE YOU SEEN, both the regular and the CPA administrative histories that have been accumulating. I think you will be appalled when you see the amount and will fall to vigorously with your blue pencil and omit a great deal of it. If so, it is all right with me. I assume also that you will fill in this section with last minute items which you may have at hand.

This is not all, if my reviewers deliver according to schedule.

So expect to hear from me again soon.

Sincerely yours,

Richard G. Wood
Richard G.. Wood

690 Lawrence St. NE.
Washington, 17, D.C.
January 28, 1947

The American Archivist

PUBLISHED QUARTERLY BY THE SOCIETY OF AMERICAN ARCHIVISTS

MARGARET C.
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Managing Editor

Archives Department
Illinois State Library
Springfield, Illinois

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WILLIAM D. OVERMAN

Reviews of Books
RICHARD G. WOOD

News Notes
KARL L. TREVER
Technical Committee
GUNT BLOMBAS

600 Lawrence Street NE.
Washington 17, D.C.
February 1, 1947

Miss Margaret C. Norton
1105 South Second Street
Springfield Illinois

My dear Miss Norton,

This is to enclose Mugridge on the checklists put forth
by the National Archives during the last two years.

No more material has come in although several items
have been promised. If they come in soon, I shall send them to you just
in case you may need some "filler".

Sincerely yours,

Richard G. Wood
Richard G. Wood

The American Archivist

PUBLISHED QUARTERLY BY THE SOCIETY OF AMERICAN ARCHIVISTS

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NORTON

Managing Editor

Archives Department
Illinois State Library
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WILLIAM D. OVERMAN

Reviews of Books

RICHARD G. WOOD

New Notes

KARL L. TREVER

Technical Committee

GUST SKORDAAS

600 Lawrence ST. NE.

Washington 17, D.C.

February 4, 1947

Miss Margaret Norton
1105 South Second St.

Springfield, Ill.

My dear Miss Norton,

Nothing more has come in
except Claussen's review on the Prize Court
records in New York which I enclose. I
hope there will be room for it and
the Mupridge because they seem better than
the other reviews submitted this
time.

This will acknowledge
the Land Office and Prerogative Court Records
of Colonial Maryland which came to-day.

Sincerely,

Richard G. Wood

February 9, 1927

Mr. Richard G. Wood
600 Lawrence St. N.E.
Washington 17, D.C.

Dear Mr. Wood:

The Claussen review came several days after I had sent copy to press, so I decided to save it until the July number. A day or two later along came Earl Trever's News Notes and then I knew I would not have room for it.

I have received a copy of Earl S. Pomeroy's "The Territories and the United States, 1861-1890: Studies in Colonial Administration." This is on the borderline of our field but I believe we should review it. I will forward it to you in a few days.

Sincerely,

MANAGING EDITOR

COPI

Oregon Historical Society
235 Southwest Market Street
Portland 1, Oregon

February 13, 1947

Mr. Richard G. Wood
National Archives
Washington, D.C.

Dear Mr. Wood:

In your article "Geographical (or place) Names" in the American Archivist I fail to find any mention of Oregon Geographic Names by Lewis A. McArthur which this Society publishes.

I am curious to know why it was omitted.

Sincerely,

signed, Lancaster Pollard
Lancaster Pollard
Superintendent

LP:ew

February 17, 1947

Mr. Richard G. Wood
Book Reviews Editor
The American Archivist
600 Lawrence St., N.E.
Washington 17, D.C.

Dear Mr. Wood:

Karl Trever has sent me the following note:

"Mr. Holmes has made a good suggestion. Why not have some one like Miss Nute or de Valinger, or Roger Thomas prepare an annual survey or review article concerning important edited documents published during the year? Comments on outstanding document publications, methods of handling such projects, methods of selection, etc., would be of interest to archivists. You will recall that our bibliography does not include edited documents."

I too think that an excellent suggestion. Perhaps that could be substituted in one number for the Archivist's Book Shelf, or it could be a feature article. Personally I think Miss Nute would be the one to ask to do it.

Sincerely,

MANAGING EDITOR

Should the Managing Editor
refer to resolve these questions
himself or shall the sub-editor
first be consulted?

Rg W

1-20-47

600 Laurence St. NE.
Washington 17, D.C.
February 19, 1947

Dr. Lancaster Pollard, Superintendent
Oregon Historical Society
235 S.W. Market Street
Portland 1, Oregon

My dear Dr. Pollard,

Although I did not write the article on place names to which you allude, perhaps I can answer your question. What the author (Dr. Friis) sought to do was not to compile a bibliography of place names but to choose a limited number of examples in this field. This objective is stated in his introductory sentence: "The following works have been selected and are grouped on the basis of their being representative of particular types of publications as to origin and subject covered." The Archivist's Book Shelf is always selective and many good books are left out each time, hence the author did not mention excellent works on Oregon, Missouri, or Canada because he felt that he had listed a representative of a local type, namely West Virginia.

Sincerely yours,

Richard G. Wood
Reviews Editor
THE AMERICAN ARCHIVIST

The American Archivist

PUBLISHED QUARTERLY BY THE SOCIETY OF AMERICAN ARCHIVISTS

MARGARET C.
NORTON

Managing Editor

Archives Department
Illinois State Library
Springfield, Illinois

Editorial Board

KARL L. TREVER

LEON DEVALINGER, JR.

GRACE LEE NUTE

WILLIAM D. OVERMAN

Reviews of Books

RICHARD G. WOOD

News Notes

KARL L. TREVER

Technical Committee

GUST SKORDAS

600 Lawrence ST. NE.
Washington 17, D.C.
February 23, 1947

Miss Margaret C. Norton
Managing Editor
1105 South Second St.
Springfield, Illinois

My dear Miss Norton,

The extra copies that sundry persons have requested do not concern the January issue but the April and July issues.

The plan for a listing of edited documents by Miss Nute sounds good to me. My first candidate for the list will be Powell Charles which I am mentioning in the next HAVE YOU SEEN. I take it that the arrangement concerns me only in terms of dropping out the 'sheep' for one issue. Do you plan to start the new plan for the October issue to match the annual bibliography? I am working on the idea of the trade journals for the July issue, and if you plan to postpone it, I should need to know soon.

Sincerely

R. G. Wood

The American Archivist

PUBLISHED QUARTERLY BY THE SOCIETY OF AMERICAN ARCHIVISTS

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Technical Committee

GUNT SEEDMAN

600 Lawrence St. NE.
Washington 17, D.C.
March 1, 1947

Miss Margaret Norton, editor
The American Archivist

1105 South Second St.
Springfield, Illinois

My dear Miss Norton,

This is ask if you plan to
have The United States at War renewed. This is
the Bureau of the Budget's Historical Reports on
War Administration, No. 1 on the Development and
Administration of the War Program of the
Federal government.

I have had a chance to see
the 28 Annual Report of Iowa and have let it
out.

Paper's review on Delaware
just came along so I include it.

Sincerely,

Richard G. Wood

March 3, 1947

Mr. Richard C. Wood
Reviews Editor
The American Archivist
650 Lawrence St., N.E.
Washington 17, D.C.

Dear Mr. Wood:

Thank you for the prompt return of proof. It was rather fortunate that I did farm it out this time because I am just crawling out of bed after a week's bout with the flu. This is the first illness I have had in over three years, so I have no right to complain, but why do illnesses always overtake one at such inconvenient times?

I like your suggestion of running the edited documents review section in the October issue as a substitute for the Archivist's Book Shelf for the one number only. I think the Archivist's Book Shelf is one of the most popular features in the magazine and I hope you don't run out of ideas or victims for it. I note that you are working on the trade journals for the July number.

Sincerely,

MAGAZINE EDITOR

p.s. I think you handled Mr. Pollard's complaint about the omission of the Oregon Geographic Names from the article, very well. I do not intend to encourage the sort of exchanges from disgruntled authors which disfigure or enliven (depending upon the point of view) the editorial pages of the American Historical Review.

March 7. 1947

Mr. Richard G. Wood
Reviews Editor
The American Archivist
600 Lawrence St., N.E.
Washington 17. D.C.

Dear Mr. Wood:

Yes, I think we should review The United States at War, issued by the Bureau of the Budget. We have had a rather interesting phenomenon in this war. When this war started we archivists pointed out how poorly documented the last war was, and I think we thought with self pity that we should probably have to be responsible for seeing that more and better records were kept. Partly because of our agitation and even more because our policy making officials realized how handicapped they were because they had no precedents to go by, they have gone to the opposite extreme and we are being flooded with historical reports on various phases of war activity. I think this is definitely a picture of record making that we should recognize to the extent of giving one review to each type of official war history, don't you? Perhaps after the flood has subsided to a mere trickle it would be worthwhile to get someone to do an article pulling all this activity together, with an appraisal of the net results of the various recording activities.

I have a couple of books waiting to send you as soon as I can get energy enough to wrap them and send them on. Neither is very important. I have been back at work for a couple of days but I still don't feel too good.

Sincerely,

MANAGING EDITOR

March 18, 1947

Mr. Richard G. Wood
Reviews Editor
The American Archivist
600 Lawrence St., N.E.
Washington 17, D.C.

Dear Mr. Wood:

Morris Radoff, in a recent letter mentions having sent me Maryland Hall of Records Publication No. 4 for a review about six weeks ago. Perhaps I sent it on to you, but I do not remember having done so. I did get a copy of the Annual Report which came to the archives, but I am sure that is not what he is talking about. He says he will send another copy to you for review if I wish to keep the copy he sent me. If you have received the copy, go ahead and put it out for review, if not, please write him for a copy. Dr. Radoff suggests that he wishes either Dr. Posner or I would do the review. I definitely will do ~~not~~reviews or other writing except what I have to do for Illinois Libraries while I am editor, because I cannot stretch my energies so far.

I may be in Washington for a day or two at the end of the month. I will be there on business in connection with the report of the Commission on the New York Archives, and will probably be busy every minute, but I hope I can at least say "Hello" to some of my friends. I hope to get out the April issue - that is, get copy to the printer - before I leave. It will have to be a skimpy number because I am running way over my budget due to increased printing costs and the thickness of the January and April numbers. I just had a note from the printer saying he will get page proof to me this week-end.

Sincerely,

Managing Editor



U. S. POSTAGE STAMPS
1847 CENTENARY 1947

INTERNATIONAL
PHILATELIC
EXHIBITION



NEW YORK, N.Y.
MAY 17-25
1947

U. S. POSTAGE STAMPS

THIS SIDE OF CARD IS FOR ADDRESS

Mrs. Margaret C. Norton
1105 South Second Street
Springfield
Illinois

2600 Januarius ST NE

Washington D.C.

March 15, 1947

My dear Miss Norton,

This will acknowledge
the receipt of Pomeroy's book on Crustaceans.

Sincerely

R. G. Wood

The American Archivist

PUBLISHED QUARTERLY BY THE SOCIETY OF AMERICAN ARCHIVISTS

MARGARET C.
NORTON

Managing Editor

Archives Department
Illinois State Library
Springfield, Illinois

Editorial Board

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GRACE LEE NUTZ

WILLIAM D. OVERMAN

Reviews of Books

RICHARD G. WOOD

News Notes

KARL L. TREVER

Technical Committee

GUYT SKORNAS

600 Lawrence St. NE.

Washington 17, 1947

March 18, 1947

Miss Margaret Norton, Editor
The American Archivist
1105 South Second St.
Springfield, Illinois

My dear Miss Norton,

Publication # 4 of the Maryland Hall of Records is the volume dealing with the land records of Early Maryland. You sent this to me some time ago and Ruth Nuernberger has agreed to do it. It never occurred to me to ask Dr. Posner because he is so busy, in fact, he has been struggling with a volume on Poland since May 31. I'm sorry I didn't know Dr. Radoff's wishes but I fear it is too late now.

I am certainly looking forward to seeing you in town at the end of the month. There are always minor points to discuss.

Do I read aright that the deadline for the July issue is April 1? Last year it was May 1 and I had counted on it being the same this year. I had set an April 1 deadline for my reviewers so I could use the month of April to get them in to you. Please let me know if I have to hurry up these people because I have only two weeks in which to do it.

Sincerely

Richard G. Wood
Richard G. Wood
Reviews Editor

The American Archivist

PUBLISHED QUARTERLY BY THE SOCIETY OF AMERICAN ARCHIVISTS

MARGARET C.
NORTON

Managing Editor

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RICHARD G. WOOD

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KARL L. TRAEVER

Technical Committee

GUST SKORDAS

Miss Margaret C. Norton
Editor, American Archivist
1105 South Second Street
Springfield, Illinois

My dear Miss Norton,

This will enclose considerable grist for your editorial mill. Notice the postcard with the word 'font' which fills a gap in the review on Tate's, Parish Chest.

The new reviews are:

Deutsch on Saskatchewan Archives

Schrade on the Protection and Salvage Commission

Calkin on Iowa Archives

Neurmburger on Maryland Land Office Records

Gates on Maryland Archives

Skordas on BRA Technical, Bulletin

It was certainly nice to see you this week and all good wishes for your next 25 years of archival effort.

Sincerely,

Richard G. Wood
Richard G. Wood

The American Archivist

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MARGARET C.
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Managing Editor

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Reviews of Books
RICHARD G. WOOD

News Notes
KARL L. TREVER
Technical Committee
GUST SKOEDAL

600 Lawrence St. NE.
Washington 17, D.C.
April 15, 1947

Miss Margaret C. Norton
Editor, American Archivist
1105 South Second Street
Springfield, Illinois

My dear Miss Norton,

Yesterday was publication day for us and I found my copy of the American Archivist when I got home last night. My congratulations on another nice issue on time. I was interested in the article on St. Helena. Next you should have Malta!

This is the issue that contains the two reviews by Cutt of Northeastern and raises the question of extra copies for him. He has requested ten and that is more than any other reviewer has asked for. However, I hope it can be met because it was so difficult to find a reviewer on oriental records.

Within the next two weeks I should have for you the 'Shelf' and the HAVE YOU SEEN? and possibly a few stray reviews.

Sincerely,

Richard G. Wood
Richard G. Wood

April 16, 1947

Mr. Richard G. Wood
Reviews Editor
The American Archivist
600 Lawrence St., N.E.
Washington 17, D.C.

Dear Mr. Wood:

This will acknowledge copy for the six reviews you sent me on April 5th.

I have suggestions for several possible reviews:

Colton Storm and Howard Peckham. Invitation to Book Collecting, its pleasures & practices, with kindred discussions of manuscripts, maps, and prints. N.Y. R.R. Bowker Co. \$5.00

Berró, Rolando Dorcas. Pasado, presente y futuro de los archivos historicos. (Presentado en el Congreso de Historie Argentine del Norte y Centro de la Republica, celebrado en Cordoba del 12 al 18 de Octubre de 1941) Buenos Aires 1947. (I have a presentation copy which I can let go of for a review if you cannot get another.

Sincerely,

MANAGING EDITOR

April 16, 1947

Mr. Richard G. Wood:

Under separate cover I am sending you the following books sent for review:

OPA Minutes of the Price Administration Committee, 1941-1942

OPA Chronology, January 1941-November 1946

As I said before, I think it might be a good idea to wait until this series is completed, then have one good review article on the whole series.

Maryland Hall of Records. Land office and prerogative court records of Colonial Maryland.

On second thought, I believe I have already sent you a copy of this and that this is a personal copy, so I won't forward it unless you write me that you have not had it.

Archives Year Book for South African History, 1943 and 1944.

Looks interesting, but is all in High Dutch so I don't know who can handle it.

Sincerely,

Managing Editor



THIS SIDE OF CARD IS FOR ADDRESS

1847 CENTENNARY 1947

INTERNATIONAL
PHILATELIC
EXHIBITION



NEW YORK, N.Y.
MAY 17-21
1947

U. S. POSTAGE STAMP

Miss Margaret C. Norton
Editor, American Philatelist
1105 South Second St.
Springfield
Illinois

600 Lawrence St. N.E.
Washington 17, D.C.
April 19, 1947

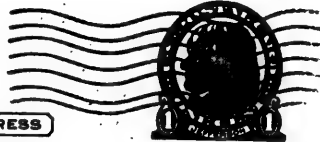
My dear Miss ^{W. F. C.} Norton,

I hasten to say that I
have received the Maryland Land Office Records
Inventory, that Ruth Newmeyer reviewed
it, and the review is in your hands.

HAVE YOU SEEN? I was planning to do this
today but other things
came up. Well take it before the week
is out.

Sincerely

R. G. Wood



THIS SIDE OF CARD IS FOR ADDRESS

Miss Margaret C. Norton
Editor, American Architect
1105 South Essex Street
Springfield
Illinois

600 Lawrence St. NE.
Washington 17, D.C.
April 22, 1947

My dear Miss Norton,

This is to acknowledge the
arrival of the 2 South African yearbooks and
the 2 OPA publications which came
yesterday.

Sincerely yours,
Richard G. Wood

The American Archivist

PUBLISHED QUARTERLY BY THE SOCIETY OF AMERICAN ARCHIVISTS

MARGARET C.
NORTON

Managing Editor

Archives Department
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GRACE LEE NUTE
WILLIAM D. OVERMAN

Reviews of Books
RICHARD G. WOOD

News Notes
KARL L. TREVER

Technical Committee
GUST SKORDAS

600 Lawrence Street NE.
Washington 17, D.C.
April 26, 1947

Miss Margaret C. Norton
Editor, American Archivist
1105 South Second Street
Springfield, Illinois

My dear Miss Norton,

This is to inclose:

HAVE YOU SEEN?

Crittenden on the Canadian Archives
Brooks on Metropolitan Life Insurance
Cunningham of FDR Library
Drawing on Wales Handlist

The Shelf will not be ready until Monday so I expect to air mail it to you Monday night. I suggest that the HAVE YOU SEEN? be tailored to size if necessary. If so, some of the items can come out.

I have recently received a picture book for the San Jacinto Battle Memorial Museum. They want it reviewed. What do you think?

Sincerely yours,

Richard G. Wood
Richard G. Wood

The American Archivist

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Reviews of Books

RICHARD G. WOOD

News Notes

KARL L. TREVER

Technical Committee

GUST SKORDAL

600 Lawrence Street NE.

Washington 17, D.C.

April 29, 1947

Miss Margaret C. Norton
Editor, American Archivist
1105 South Second Street
Springfield, Illinois

My dear Miss Norton,

This is to enclose the 'Shelf' on the subject of
trade journals prepared by Mary Jane Christopher.

Mr. Trever is thinking of sending you a couple of
items for the HAVE YOU SEEN? with his material.

Sincerely yours,

Richard G. Wood
Richard G. Wood



THIS SIDE OF CARD IS FOR ADDRESS



Miss Margaret Norton, Editor
The American Socialist

1105 South Second St.

Springfield
Illinois

600 Lawrence St. NE
Washington 17, D.C.
May 21, 1947

My dear Miss Norton,

This will acknowledge
the L.C. Cumulative catalog and
the CDA Field organization and Administration

Did you fix up Cutts?

Sincerely

Dick Wood

July 2, 1947

Dr. Richard G. Wood
Reviews Editor
The American Archivist
600 Lawrence St., N E
Washington 17, D.C.

Dear Dr. Wood:

Under separate cover I am forwarding the following books to you:

Civilian Production Administration. Bureau of Demobilization:

Shipbuilding policies of the War Production Board
Jan. 1942-Nov. 1945

Dollar-a-year and without compensation policies
of the War Production Board and Predecessor
Agencies. Aug. 1939-Nov. 1945

Rubber policies of the National Defense Advisory
Commission and the Office of Production Management.
May 1940-Dec. 1941

Office of Temporary Controls. Office of Price Administration

The beginnings of O P A

As you have doubtless heard, Karl Trever has resigned as News Notes Editor and as chairman of the Bibliography Committee, effective immediately. I am very much distressed over it, though he has been saying ever since I became editor that he wanted to get out from under. So far I haven't appointed anyone as News Notes Editor; the other is not in my province - perhaps that is not either. Which of you collects the "Have You Seen?" I think you send it to me, so I am hoping his resignation won't affect that.

I had to pull one of the reviews from the July number while the magazine was in page proof in order to make the pages come out even. I do not have my copy here so cannot say off hand which it was, but don't worry if you miss something..

The July number is printed but the Banta firm closed down for the annual vacation period before it got stapled so it will not be out before the middle of the month or a little after.

We are distressed here by the news which filters out this way about Dr. Buck's budgetary difficulties. It is probably only

what every other department is going through, and as Dr. Buck said when I last saw him, it is the small agencies which they particularly pick upon. The statements which we get, though, are that the National Archives is top-heavy with high priced executives and many must go. Of course that is of the essence with archives - it does take relatively high class personnel and I am sure you need all you have. I hope it won't affect any of my particular friends there and that finally you will come out all right.

Our own threatened State Library reorganization bill was killed in the closing days of the session. If the Governor had not had to do some trading to get his congressional reapportionment bill passed, undoubtedly the State Library would have been transferred from the Secretary of State to the Governor. That would probably have split the archives because I do not think constitutionally it would be possible for the Secretary of State to transfer some certain of the most important State records to the custody of any other State officer. The whole thing was one of those messes which people out after somebody else's job can jockey unthinking idealists into supporting.

Sincerely,

The American Archivist

PUBLISHED QUARTERLY BY THE SOCIETY OF AMERICAN ARCHIVISTS

MARGARET C.
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Managing Editor

Archives Department
Illinois State Library
Springfield, Illinois

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WILLIAM D. OVERMAN

Reviews of Books

RICHARD G. WOOD

News Notes

KARL L. TREVER

Technical Committee

GUST SKORDAS

600 Lawrence St. N.E.
Washington 17, D.C.
July 5, 1947

My dear Miss Norton,

I angled to hear from you after all these weeks. as for the difficulties of NA I have missed some of the excitement by being out of town a couple of weeks. I'd like to know soon enough if anything happens to me to interfere with the next issue.

In the next issue, I have remains coming in all the time and will try to get some into your hands soon. It is understood that I have no responsibility for the October slip because it will be supplanted for that issue by the Bibliography of Published Documents. yes, I send in the Have you seen? so you can count on that. Incidentally, I need a decision on the matter of the San Jacinto Monument booklet which I mentioned last spring

Do you know if Elmer H. Cutts has been
provided for? He is the man from Northeastern
University who asked for 10 copies of his
review.

I am more than sorry to hear that
Mr. Truer has resigned the "News Notes" and
"Bibliography" but he seems adamant.

Sincerely,

Richard G. Wood



THIS SIDE OF CARD IS FOR ADDRESS

SAVE THE
BUY U.S.
PAYROLL



Mrs. Margaret C. Norton
1105 South Second St.
Springfield
Illinois

600 Lawrence ST. NE

Washington 17, D.C.

July 8, 1947

my dear Miss Norton

Do you want a leave renewed
Theory and Practice in Historical Study: a Report of
the Committee on Historiography SSRB Bulletin 54.

In case you do, I have a volunteer.

The CPA publications cannot
last night, for which thanks.

Sincerely,

Rq Wood

7/9/47

My dear Miss Norton,

This is a special which I received this morning. It is self explanatory except that that he has written before about reading proof. If his review happens to be the one you "pulled" there is still time to send him the proof sheets. If not, I assume it is too late. Please notice his order for 40 copies.

Hastily,

Rich Wood

R.G.Wood

July 14, 1947

Mr. Richard G. Wood
Reviews Editor
The American Archivist
600 Lawrence St., N.E.
Washington 17, D.C.

Dear Mr. Wood:

Yes, I think we should have a review of Theory and Practice in Historical Study: A Report of the Committee on Historiography. We archivists are daily concerned over the lack of training in work with modern records on the part of post-doctoral as well as graduate student patrons, and a review of a book on historical method would at least give archivists an opportunity to comment upon that fact.

So far I have not heard from either Dr. Buck or Karl Trever about whom we can get to take Karl's place as News Editor. He has served faithfully a long time and it is going to be very hard to find someone who will handle it as efficiently as he has done. I feel that it should be someone at the National Archives because news naturally gravitates to that point, but I have no idea who could undertake the work. I guess I will have to go it alone for the October number. Do you have any suggestions?

Sincerely,

Managing Editor

Mr. Savage's correction and order for reprints did not get here until the July number was printed and type distributed. We never would get the magazine out if we stopped for proof to reviewers.

The American Archivist

PUBLISHED QUARTERLY BY THE SOCIETY OF AMERICAN ARCHIVISTS

MARGARET C.
NORTON

Managing Editor

Archives Department
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Springfield, Illinois

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GRACE LEE NUTE
WILLIAM D. OVERMAN

Reviews of Books
RICHARD G. WOOD

News Notes
KARL L. TREVER

Technical Committee
GUST SKORDAS

600 Lawrence St. NE.
Washington 17, D.C.
July 19, 1947

Miss Margaret C. Norton
Editor, AMERICAN ARCHIVIST
1105 South Second Street
Springfield, Illinois

My dear Miss Norton,

This will enclose the following reviews to show that

I am aware of the approaching deadline:

Taylor on microfilming
Kieffer on Cornell regional collection
Burt on Oregon
~~Parker on War Histories~~

In the field of unfinished business, can you give me a ruling on San Jacinto? Have you written directly to Savage? Is Elmer Cutts taken care of? I have another request in the marginal field. Is Congressman Kefauver's new book, Twentieth Century Congress, suitable for review?

As for Mr. Trever's successor, I shall be glad to make suggestions as soon as we know who will be available. As it stands most of the war service employees have been fired but, under certain circumstances, some may be rehired. I think that I should wait until we learn what's what. There is plenty of time because Mr. T. is pledged to the October issue including the bibliography. Over and above that he is pledged to help on the January issue in case you really get stuck.

Sincerely,

Richard G. Wood

July 21, 1947

Dr. Richard G. Wood:
Reviews Editor
The American Archivist
600 Lawrence St. N.E.
Washington 17, D.C.

Dear Dr. Wood:

Enclosed are some clippings from Library Journal which may be suggestive to you for reviews or the "Have You Seen?" column.

The review omitted from the July number was the one on one of the Maryland publications, if I remember rightly. Again, I am writing this at the office without my files at hand. It will be included in the October issue.

I am agreeable to the omission of the Archivist's Book Shelf from the October issue because of the publication of the annual bibliography, which I suppose will be forthcoming from Karl.

Do you remember that some time ago I suggested that for one number each year we substitute for the Archivist's Book Shelf an article discussing the various publications of archival source materials, and that we omit reviews of these rather numerous and similar publications? I notice you have included a few, and I wonder if you have given up the idea? I think it rather good myself. It was not my own idea, I forget who did suggest it, perhaps you yourself. Under separate cover I am sending you a copy of the Calendar of Maryland State Papers: No. 2 The Bank Stock Papers, by Morris L. Radoff. On second thought, I think I would like to keep this copy myself as an excellent sample of a calendar. I will send it if you cannot secure a review copy. I imagine you can. This is one of the things which I think might well be included in this annual compilations.

I think it is sufficient to have noticed the San Jacinto Monument Booklet in the Have You Seen Column. After all, that is not an archival institution, and if we attempt to review all historical society publications we shall be busy indeed.

Copies of his review were sent to Dr. Cutts. He has not acknowledged them but I assume he received them. I also got an order for 40 copies of the Tate review, but this did not reach me until after type had been killed, so I wrote him he would have to be satisfied with 25 copies.

Sincerely,

The American Archivist

PUBLISHED QUARTERLY BY THE SOCIETY OF AMERICAN ARCHIVISTS

MARGARET C.
NORTON

Managing Editor

Archives Department
Illinois State Library
Springfield, Illinois

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GRACE LEE NUTT

WILLIAM D. OVERMAN

Reviews of Books

RICHARD G. WOOD

News Notes

KARL L. TAYLOR

Technical Committee

GUST SEORNAS

600 Lawrence St. NE.
Washington 17, D.C.
July 22, 1947

My dear Miss Norton,

Enclosed you will find a list of corrections which Dr. Savage assumes you will print in the next issue. I told him that I would forward them to you but made no commitment. I'm afraid Dr. Savage is not nor ever will be reconciled to our editorial policies. I'm am only too sorry I asked him to do the review (which is competent enough) and you may be quite sure I shall not solicit him again.

Sincerely,

R.G. Wood

The American Archivist

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MARGARET C.
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Reviews of Books
RICHARD G. WOOD

News Notes
KARL L. TREVER
Technical Committee
GUST SKORDAS

600 Lawrence ST.-NE.
Washington 17, D.C.
July 26, 1947

Mrs Margaret C. Norton
Editor, American Archivist
1105 South Second St.
Springfield, Illinois

My dear Mrs Norton,

on this historic occasion

(I come from the ceremonies of opening the Federal
Papers at L.C.) I am sending you the following
reviews:

Josephson on Maryland

Covey on Vermont

Hill on Storm & Peckham

Vaughan on Records Retention Manuals

Wabeke on South Africa

Carter on Poweroy.

Spaulding on Jenkinson & Bell

McConnell on Historiography

you may expect the 'Have you Seen?'
sometime next week.

I guess I must have
missed the bus on the publications
business. My supposition was that

7-26-47 - 2

the omission of the October Shelf was
not because of Trench's annual biblio-
graphy but because of the space
required by the publications article
or bibliography. I had supposed that
you had let this out to some-
body - Grace Lee Nute, I think - and it
was to be entirely out of my
jurisdiction. This was first mentioned
in a letter to me in February and

I thought we worked out the
details at our March meeting but I
must have got crossed up somewhere.
Please let me know how and when
you want it done.

It looks now as if I would
linger on at NA for a while
although it was min and tick
for a while.

Sincerely

Richard G. Wood

The American Archivist

PUBLISHED QUARTERLY BY THE SOCIETY OF AMERICAN ARCHIVISTS

MARGARET C.
NORTON

Managing Editor

Archives Department
Illinois State Library
Springfield, Illinois

Editorial Board

KARL L. TREVER
LEON DEVALINGER, JR.
GRACE LEE NUTE
WILLIAM D. OVERMAN

Reviews of Books
RICHARD G. WOOD

News Notes

KARL L. TREVER

Technical Committee
GUST SKORDAS

600 Lawrence St. NE.
Washington 17, D.C.
July 29, 1947

Miss Margaret C. Norton
Editor, American Archivist
1105 South Second St.
Springfield, Illinois

My dear Miss Norton,

This is to enclose
the "Have you seen?" and a review
of the new periodicals from India
by O. W. Holmes. If you need
any more reviews, I could find
some laggards but I think you
have enough for this issue.

Sincerely

Richard G. Wood.



SAVE THE EASY WAY
BUY U.S. BONDS
PAYROLL SAVINGS



THIS SIDE OF CARD IS FOR ADDRESS

Miss Margaret C. Norton
Editor, American Architect
1105 South Second Street
Springfield
Illinois

600 Lawrence St. NE.
Washington 17, D.C.
August 9, 1947

My dear Miss Norton,

I have received at N.A.
addressed to "Editor, American Archaeologist",
a volume from the Pa. Hist. & Museum Comm.
entitled, The Philadelphia - Baltimore Trade
Rivalry, 1760-1860. Now, it is not the
type of book which we review. Shall
I send it to you?

Sincerely,

Richard G. Wood

August 20, 1947

Dr. Richard G. Wood
600 Lawrence St. N.E.
Washington 17, D.C.

Dear Dr. Wood:

Somewhere between the office and home I seem to have mislaid your last letter. In it you asked what to do about a certain book, whose title I have forgotten, which has been sent to you for review, but which you did not think comes within the scope of our reviews. I agree with you in the matter. The correct thing to do in this case, I would think, would be to return the book to the publisher or author, whichever sent it to you, thanking them for giving us the opportunity to review it, but stating that our editorial policy does not provide for the reviews of strictly historical literature.

Owing to my mother's serious illness - she has been in the hospital for three weeks and is not improving - it will be absolutely impossible for me to attend the Colorado meeting. I am of course disappointed to have to miss it, but we shall be represented - Miss Rogers, the Assistant State Librarian and my boss, and our cataloger, Miss Emma Scheffler, will be there.

Have you met our Mr. Theodore Cassady who is taking the short course on archives?

Sincerely,

Managing Editor

Published Quarterly by the Society of American Archivists
University of Illinois, Sponsor

Editorial Board

CHRISTOPHER B. COLEMAN
EDNA L. JACOBSEN
KARL L. TREVER
GRACE L. NUTE

550 Lincoln Hall
University of Illinois
Urbana, Illinois

600 Lawrence St. NE.
Washington 17, D.C.
August 24, 1947

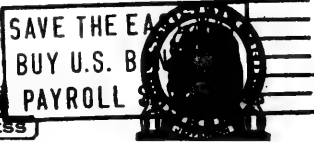
Managing Editor
THEODORE C. PEASE
Reviews of Books
RICHARD G. WOOD
News Notes
KARL L. TREVER

my dear Miss Norton,

The book on which I asked you
to rule is Kefauver, Twentieth Century Congress.
Is this outside our field? I have now had
a chance to see the Maryland Bank Stock
Papers. You expressed some doubt about
this but it is a calendar and we
did the Maryland BlackBooks and Notes,
American Far Company calendar.

I have been coasting along
this month but soon I'll pick
up the threads again and the
first thing I need to know is the
status of the proposed bibliography
(or is it an
of published source material (or is it an
article?) will this come in the
January issue displacing the Preliminary
Bookshelf or shall I go forward on
a January 'shelf' and on what subject?
I am sorry to hear that your
matter is so ill. I have not met Mr.
Caroady. Sometimes members of the course work
in the stock areas but I've seen no
one this year.

Sincerely
R G Wood



THIS SIDE OF CARD IS FOR ADDRESS

Mrs Margaret C Norton
Editor, American Architect
1105 North Second Street
Springfield
Illinois

and Mrs. J. C.

my dear Miss Norton,

8-26-47
Godsavenue 38. NE.
Washington 17, D.C.

This will acknowledge with thanks
the receipt of Wortham Apparel Price Control and
A History of Ration Rationing.

Sincerely

R. Wood

PRINCETON UNIVERSITY
THE LIBRARY
PRINCETON NEW JERSEY

JULIAN P. BOYD, *Librarian*
LAWRENCE HEYL, *Associate Librarian*

HENRY L. SAVAGE, *Archivist*

4 September 1947

Mrs. Mary Norton
American Archivist
1105 South Second Street
Springfield, Illinois


Dear Mrs. Norton:

I should have answered your letter before this. Excuse my tardiness. I am very grateful to you for your good nature and fair play shown in your willingness to print the errata in my review of The Parish Chest.

I realize exactly the situation. We archivists, (you see I am one, too), have to run on a small budget, which means a restricted personnel; and the editors would never get the several numbers of the magazine out if they waited for every slow-poke who didn't send his stuff in. I am sending a carbon along with this letter which you can pass on to Mr. Wood. I don't want him to feel chagrined or hurt. After all if there are errata in the review, there are fewer of them, and there would have been less, had he not functioned.

Send me another book to review when you get one in the medieval field, anything on manuscripts or wax seals would be apropos. If you have it, you might send Mr. Esdaille's little book on the British Museum.

Sincerely yours,


Henry L. Savage

4 September 1947

Mrs. Mary Norton
American Archivist
1105 South Second Street
Springfield, Illinois

Dear Mrs. Norton:

I should have answered your letter before this. Excuse my tardiness. I am very grateful to you for your good nature and fair play shown in your willingness to print the errata in my review of the Parish Chest.

I realize exactly the situation. We archivists, (you see I am one, too) have to run on a small budget which means a restricted personnel and the editors would never get the several numbers of the magazine out if they waited for every slow-poke who didn't send his stuff in. I am sending a carbon along with this letter which you can pass on to Mr. Wood. I don't want him to feel chagrined or hurt. After all if there are errata in the review, there are fewer of them and there would have been less had he not functioned.

Send me another book to review when you get one in the medieval field, anything on manuscripts or wax seals would be apropos. If you have it, you might send Mr. Esdaile's little book on the British Museum.

Sincerely yours,

Henry L. Savage

*This, of course, should read "more." Forgive
this error, Mr. Wood is 'nt the only one who
makes them. If you have forwarded the carbon
to Mr. Wood, you must forward this correction.
If you have 'nt, forward
Respectfully,
H. L. S.*

THE AMERICAN ARCHIVIST

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University of Illinois, Sponsor

Editorial Board

CHRISTOPHER B. COLEMAN
EDNA L. JACOBSEN
KARL L. TREVER
GRACE L. NUTE

398 Lincoln Hall
University of Illinois
Urbana, Illinois

600 Lawrence St. NE
Washington 17, D.C.
September 24, 1947

Managing Editor
THEODORE C. PEASE
Reviews of Books
RICHARD G. WOOD
News Notes
KARL L. TREVER

my dear Miss Norton,
as I am about to renew
activities leading to the November deadline, I
thought I would let you know how I
stand.

- 1) Reviews on hand
Clausen on BRA ~~restrictions~~ to Editors
Stewart on Carlyle's Bancroft
Rouse Hill on Pandora mission archives
- 2) Reviews set out.
Richard Parrell on U.S. at war (B of Budget)
Lopke on South Africa - Pres. of Kansas Bann.
Fries on Daniels archives.
- 3) Review to be set out. (and)
Bank stock Papers
Pennsylvania County Archives.

these do not seem to be many
books to be set out in the near future. If
this continues to the case, shall
I run an "Archivist's Bookshelf" for
January? And on what subject?
Law? In view of the fact that

that I get lots of refusals on interviewing
the 'Guelf', I need to know soon what you
want me to do?

Sincerely,

R. G. W. C.

October 1, 1947

Dr. Richard G. Wood
Book Reviews Editor
The American Archivist
600 Lawrence St. N E
Washington 17, D.C.

Dear Dr. Wood:

The gremlins have hidden your recent letter so if this reply does not answer all your questions please write me again.

I have several more OPA histories to send you shortly. If they ever stop coming, it might be desirable to have a long review of the whole series.

There is one very important new book on archives which I did not notice listed as one given out for a review: Records management and filing operations, by Margaret K. Odell and Earl P. Atrcng. N.Y. Mc Graw-Hill Book Co. 1947. We have a copy, but Miss Rogers' assistant snatched it off my desk before I had a chance to read it.

The death of my mother has resulted in a complete re-organization of my physical life in that I am having to do considerable remodelling of her apartment also of my own apartment before re-renting. For the past month I have been in a turmoil over it - first trying to sort out the things belonging to her that I want to keep, then trying to find a place to put them in my own already jammed apartment, then having to make room for the mechanics. As a result of this chaos I am not mentally or physically in a condition to be giving any constructive thought right now to The American Archivist.

We have by no means exhausted the themes for the Archivist's Bookshelf. One might be on recent publications on records problems issued by the federal government. These have been reviewed from time to time, but it might be interested to have a summarized account of them. Another time we should have something on filing. We definitely need several on various phases of the history of manuscripts, including some on separate phases such as seals, for instance. I think our friend Mr. Savage of Princeton would do something along that line for us, perhaps, since we wrote me recently that he hoped we would call on him again for reviews and particularly mentioned seals. Maybe he would do an article on the subject for us.

Since the January number is the annual proceedings number it would not be fatal if we omitted the Bookshelf for that one number. but it is too popular a feature to give up entirely.

Soon I hope to get back on an even keel again and to devote more thought to my editorial duties. I appreciated the sympathy card I received from the Lokke's and you. I stated out to reply to all that came, but they came in so thick and so fast that I haven't been able to do so.

Sincerely.

Managing Editor

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Editorial Board

CHRISTOPHER B. COLEMAN
EDNA L. JACOBSEN
KARL L. TREVER
GRACE L. NUTE

300 Lincoln Hall
University of Illinois
Urbana, Illinois

600 Lawrence St. NE.
Washington 17, D.C.
October 5, 1947

Managing Editor
THEODORE C. PEASE

Reviews of Books
RICHARD G. WOOD

News Notes
KARL L. TREVER

My dear Miss Norton,

This very week the Library
received a copy of Odell + Strong, Records Management
and Filing operations. I immediately asked
Mrs. Gambrell to to it but she hasn't
been time for an answer.

I had no intention
of giving up the Bookshelf. What I
asked in my previous letter was whether
to have one for January or not.
It's pretty late now but I'll
see if I can pick up somebody
locally such as Mr. Price on law
books. Then I'll try to form
out the other subjects you have
listed. I have no doubt that
Savage of Princeton would be good

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GRACE L. NUTE

303 Lincoln Hall
University of Illinois
Urbana, Illinois

(2)

Managing Editor
THEODORE C. PRASE

Reviews of Books
- RICHARD G. WOOD

News Notes
KARL L. TREVER

man for seals but I find him
hard to work with. Although strictly
within his rights, I suppose, I couldn't
feel that his corrections really
amounted to much. How can
I reconcile your admonitions for
speed with the fact that he
will demand proof? But I
do feel that manuscripts should
be a subject during 1948.

Sincerely yours,

Richard G. Wood
Reviews Editor
The American Archivist

600 Lawrence St. NE.
Washington 17, D.C.
October 15, 1947

Miss Margaret C. Norton, Editor
THE AMERICAN ARCHIVIST
1105 South Second Street
Springfield, Illinois

My dear Miss Norton,

This is to enclose four reviews: Hill on Santa Barbara;
Born on the new German publication; Clausen on a BRA publication; and
Stewart on Bancroft.

I think I can safely report that Dorothy Martin will give us
a Bookshelf on the arranging of manuscripts. For future ~~of~~ issues I have tent-
atively signed up Price to do a shelf on law books and Kimberly on the insect
enemies of archives.

Sincerely yours,

Richard G. Wood

October 23, 1947

Mr. Richard G. Wood
600 Lawrence St. NE
Washington 17, D.C.

Dear Mr. Wood:

This will acknowledge your letter of October 5 also the letter of October 15, the latter accompanied by four excellent reviews. I am glad to hear that you have prospects for three future Bookshelf articles. Perhaps we should not tell our reviewers, but I am afraid the January issue will not get to press on time. For one thing I have not yet received necessary copy, and for another I have been and still am ill. I haven't felt well since Mother died last August, but ascribed the loss of weight and other symptoms to the nervous reaction and to overwork in trying to go through and dispose of her things. It was not until a severe gall bladder attack last week sent me to the hospital that I realized that I am going to have to take things pretty easy for a time. I was operated on for this trouble over twenty years ago and thought myself cured so this flareup so many years later may be serious, but we are hoping that rest, diet and medicine will get it under control again. I hope to pull myself together again before long and start planning and working at my editorial job. One thing that will help is that I am going to be able to do more of the work at the office, which will help. The proofing on the October issue will be awful because I sent it back before I had finished when I was ordered to the hospital.

Meantime I shall appreciate your suggestions and hope I shall be more on the job in the future than I have been the last few months.

Sincerely,

600 Lawrence St. NE.
Washington 17,D.C.
October 25,1957

Miss Margaret C. Norton, Editor
THE AMERICAN ARCHIVIST
1105 South Second Street
Springfield, Illinois

My dear Miss Norton,

This will bring you the HAVE YOU SEEN? and the following

reviews:

Dorweiler on N.Y. Legislative Document No. 54
McCornell on Negro records
Lokke on Northern Goldfields

It looks now as if I shall have more material for you
before deadline day.

Sincerely,

Richard G. Wood

October 29, 1947

The Caxton Printers, Ltd.
Caldwell, Idaho.

Dear Sirs:

We are returning, under separate cover, volume one of Sister M. Alfreda Elsensohn's "Pioneer Days in Idaho County" because this book does not come within the subject scope of the review section of THE AMERICAN ARCHIVIST. Our reviews are limited technical books on the subject of records and records keeping.

This looks like a very good piece of work. We appreciate your giving us the opportunity to see it and are only sorry that we cannot use it.

Sincerely,

Managing Editor

600 Lawrence St. NE.
Washington 17, D.C.
October 30, 1947

Miss Margaret C. Norton, Editor
THE AMERICAN ARCHIVIST
1105 South Second Street
Springfield, Illinois

My dear Miss Norton,

This will enclose the Bookshelf for the next issue. You
will also find the following reviews:

Pierson on the Bank Stock Papers
Graves on Pa. County Archives
~~McConnell on Negro records~~
~~Wells on Subject Guide~~

When you are able I could use some more letterhead
and envelopes. We are all more than sorry to hear that you have been so
ill.

Sincerely yours,

Richard G. Wood
Richard. G. Wood

R.G. via Farrell & Fris remission noted in letter.
R.G.W.

11-1-47

Miss N:

Here is addenda to the HAVE YOU SEEN?
in case you want it.

RGW

The books came today. Thank you!
Rg W

my dear Mr. [unclear]

11-5-47

Here is the [unclear] number
of [unclear] not too late. [unclear]
which [unclear] to the [unclear] [unclear]
[unclear] [unclear] [unclear]

RgW

November 15, 1947

Mr. Richard G. Wood
Book Reviews Editor
The American Archivist
600 Lawrence St. N.E.
Washington 17, D.C.

Dear Mr. Wood:

Several days ago I sent you a little American Archivist stationery. I am getting low on it myself but am waiting to have more printed until I hear from the Council about the successor to Grace Nute on the Editorial Board. I thought I had more tucked away at home and only just located it. I will send you an ample supply as soon as I get more.

From time to time I have sent you review volumes without a covering letter and I have failed to acknowledge and thank you for the reviews you have forwarded from time to time. I have not been well for several months, and was in the hospital part of the time within the last month, so have had to conserve my energy as much as possible and knew you understood that. Although my physician has found several conditions which may flare up again and cause trouble, he pronounces me all right for the present and has dismissed me. I am still exhausted by three every afternoon, but that will soon pass away. I hope, and I shall be on an even keel once more and attending to my editorial duties.

I still marvel at the number of books you find to review. People like the "Have You Seen?" column especially well for they don't like to wait until the end of the year for the annual classified list to come out, which does not always include everything unless important.

Sincerely,



MAIL
EARLY
FOR
CHRISTMAS



THIS SIDE OF CARD IS FOR ADDRESS

Mrs. Margaret C. Norton
Editor The American Review
1105 South Second Street
Springfield
Illinois

600 Lawrence St. NE
Washington, D.C.
1 November 1945

My dear Mrs Norton,

This will acknowledge
the letterhead and
envelopes which you sent.

Sincerely
RgW

The American Archivist

PUBLISHED QUARTERLY BY THE SOCIETY OF AMERICAN ARCHIVISTS

MARGARET C.
NORTON

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Reviews of Books
RICHARD G. WOOD

News Notes
KARL L. TREVER

Technical Committee
GUST SORBAAS

600 Lawrence ST. NE.
Washington 17, D.C.
December 4, 1947

Miss Margaret C. Norton
Editor, American Archivist
1105 South Second Street
Springfield, Illinois

My dear Miss Norton,

This will acknowledge
the CPA volume. I shall wait a
while for volume II.

I am a little dubious
about the *Chronica Botanica* book
but I am willing to take a
chance if you are. Probably we
could only give it a paragraph. Please
let me know what you decide.

Sincerely,
Richard G. Wood

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Reviews of Books
RICHARD G. WOOD

News Notes

KARL L. TREVER

Technical Committee
GUST SKORDAS

12-7-47

Dear Ann N.

I return the proof for the main
body of numbers. I notice there is
no proof for HAVE YOU SEEN or the shelf
and presume these 2 departments go
over to the apud sine
Rg u

b7c
THE CAXTON PRINTERS, LTD.
CALDWELL, IDAHO

December 8, 1947

The American Archivist
Margaret C. Norton, Managing Ed.
Illinois State Library
Springfield, Illinois

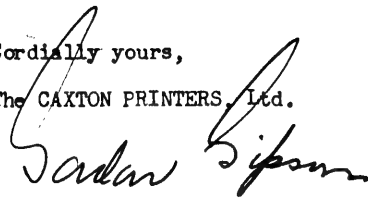
Dear Miss Norton:

Reference is made to your letter of October 29th, wherein you advised you were returning a copy of Volume I Elsensohn's PIONEER DAYS IN IDAHO COUNTY, because you did not feel it was suitable for review in THE AMERICAN ARCHIVIST.

To date the book does not seem to have arrived, and we will appreciate your checking up to see if it was placed in the mail.

Cordially yours,

The CAXTON PRINTERS, Ltd.



Gordon Gipson, Treasurer

GG:ey

December 13, 1947

Mr. Gordon Gipson, Treasurer
The Caxton Printers, Ltd.
Caldwell, Idaho.

Dear Mr. Gipson:

We are sorry to hear that Volume I of Elsensohn's Pioneer Days in Idaho County, returned by us as unsuitable for review in The American Archivist does not seem to have been received by you.

The records of the Shipping Department of the Illinois State Library show that this book was put in the mail October 20th. They have asked the Post Office to attempt to trace it.

Sincerely,

December 13, 1947

Mr. Richard G. Wood
Reviews Editor
The American Archivist
600 Lawrence St., N.E.
Washington 17, D.C.

Dear Mr. Wood:

The Have You Seen and the Archivist's Book Shelf are being used in the January number but by mistake the publisher sent proof to the adjacent authors rather than to you. I did not discover that in time to forward them to you.

Perhaps we could run a short notice on that botanical book they are so anxious for us to review. Somewhere in my files I have a folder on it which I will send you as soon as I locate it. It has got misplaced but I will find it.

Sincerely,



THE CAXTON PRINTERS, LTD.
CALDWELL, IDAHO

OFFICE OF THE PRESIDENT

December 20, 1947

The American Archivist
Margaret C. Norton, Managing Editor
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

This is just a note in connection with your letter of December 13th, to advise you that the copy of PIONEER DAYS IN IDAHO COUNTY by Elsenhohn, which was mailed to us October 20th by the Illinois State Library, has finally been received.

Thank you for your cooperation.

Cordially yours,

The CAXTON PRINTERS, Ltd.



Gordon Gipson, Treasurer

GG/n

THIS SIDE OF CARD IS FOR ADDRESS



Miss Margaret C. Norton
Editor, American Architect
1105 South Second Street
Springfield
Illinois

Randolph, New Hampshire
(until Jan 4)
Jan 1, 1948

my dear Miss Norton,

NO PROOF FOR HAVE
YOU SEEN? or BOOK SHELF has come
so I assume ~~that~~ perhaps you
have looked after it yourself.

Sincerely

R. G. Wood
Review Editor

600 Lawrence Street NE.
Washington, 17, D.C.
January 16, 1948

Miss Margaret C. Norton
Editor, AMERICAN ARCHIVIST
1105 South Second Street
Springfield, Illinois

My dear Miss Norton,

Having returned from the wilds of New Hampshire, I resume activity by sending you two reviews; Slatton on two fire protection pamphlets and Qualey on the last N.C. report.

I have been unable to persuade Mr. Kimberly to do a 'Shelf' on insect enemies so early in the winter so I have asked Mr. Noll to do a 'Shelf' on books on microphotography.

Sincerely yours,

Richard G. Wood
Richard G. Wood

0.1.2
January 13, 1948

Mr. Richard G. Wood
Book Review Editor
American Archivist
600 Lawrence St. N.E.
Washington 17, D. C.

Dear Mr. Wood:

Under separate cover, we are
sending you two books.

Very sincerely,

THEO J. CASSADY
Assistant to Miss Norton.

The American Archivist

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MARGARET C.
NORTON

Managing Editor

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GRACE LEE NUTE

WILLIAM D. OVERMAN

Reviews of Books

RICHARD G. WOOD

News Notes

KARL L. TREVER

Technical Committee

GUST SKORDAS

600 Lawrence St. NE.
Washington 17, D.C.
January 14, 1948

Miss Margaret C. Norton
Editor, American Archivist
1105 South Second Street
Springfield, Illinois

My dear Miss Norton,

yesterday Dr. O. W. Holmes
called me to ask what my
intentions were about reviewing
the Report of the Advisory Committee on
New York State's Records System. My reply
was that we did not usually review
mimeographed material because of its
limited distribution. We have had
reviewed (by Doorman) the printed N.Y.
legislation report of last spring. Your
report has been listed on the HAVE
YOU SEEN? It has occurred to me
that I have not consulted
you about your report. What
is your pleasure in this matter?

Sincerely yours,
Richard G. Wood

The American Archivist

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WILLIAM D. OVERMAN

Reviews of Books

RICHARD G. WOOD

News Notes

KARL L. TREYER

Technical Committee

GUST SKORDAS

600 Lawrence St.-NE
Washington 17, D.C.
January 19, 1948

Miss Margaret C. Norton
Editor, American Archivist
1105 South Second Street
Springfield, Illinois
My dear Miss Norton,

This is to enclose
two reviews: Friis on some Danish lists
and Chappin on Odell Strong.

The two volumes
from your office came to day but
I guess I shall have to return them
politely to their publishers because
they are not in the archival field.
By the way, what ever became
of the girl with the botanical book?

Best regards,
Richard G. Wood

The American Archivist

PUBLISHED QUARTERLY BY THE SOCIETY OF AMERICAN ARCHIVISTS

MARGARET C.
NORTON

Managing Editor

Archives Department
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Springfield, Illinois

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Reviews of Books
RICHARD G. WOOD

News Notes

KARL L. TARTER

Technical Committee
GUST SKORDAS

600 Lawrence St.-NE.
Washington 17, D.C.

JAN 21 1948

Mrs Margaret C. Norton
Editor, American Archivist
1105 South Second Street
Springfield, Illinois
my dear Mrs Norton,

The January issue came yesterday and I was much interested in the pictures. Sometime when you come to the bottom of the barrel on suggestions, would it be worth while to run a spread on types of records containers together in a paragraph on the virtues and defects of each?

Sincerely
Richard G. Wood

make copy

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Blacksburg
LUTHER P. JACKSON
Petersburg
JOSEPH A. LESLIE, JR.
Norfolk
ANNIE McCONKEY
Salem
FRED W. McWANE
Lynchburg

January 27, 1948

Miss Margaret C. Norton, Managing Editor
The American Archivist
Archives Department
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

Under separate cover I am mailing to you today a copy of the Gold Star Honor Roll of Virginians in the Second World War which has been published by the Virginia World War II History Commission. I respectfully suggest that you may wish to publish in the American Archivist some brief book review of this volume — one which might, I assume, evaluate the problems of compilation which were in part archival.

So far as I can ascertain, we have succeeded, despite incredible delays in the processes of printing and binding, in publishing the first Gold Star Honor Roll to be issued in book form in the Second World War by any of the war records offices or war history agencies of the forty or forty-two states which have established such projects.

I regretted very much your enforced absence from the annual meetings of the Society of American Archivists and of the American Association for State and Local History in Colorado last fall. I hope that our paths will cross again soon. With best wishes, I am

Yours sincerely,

W. Edwin Hemphill
W. Edwin Hemphill
Director

The American Archivist

PUBLISHED QUARTERLY BY THE SOCIETY OF AMERICAN ARCHIVISTS

MARGARET C. NORTON

Managing Editor

Archives Department
Illinois State Library
Springfield, Illinois

Editorial Board

KARL L. TREVER

LEON DEVALINGER, JR.

GRACE LEE NUTE

WILLIAM D. OVERMAN

Reviews of Books

RICHARD G. WOOD

News Notes

KARL L. TREVER

Technical Committee

GUST SKORDAS

600 Lawrence St. NE.
Washington 17, D.C.
February 3, 1948

Mrs. Margaret C. Norton
Editor, American Archivist
1105 South Second St.
Springfield, Illinois
My dear Mrs. Norton,

This is to send you the
rest of my material:

1) Reviews: Bartlett on Nevada
Schlager on How to Fill and Index

2) HAVE YOU SEEN?

3) Vall's 'sleep' on microphotography.

In this last: it may
be longer than you want. At
this point I ask for instructions.
Shall I try to lead the 'sleep'
down to a 2-page spread with,
say, 3 books on one page and 4 on
the second or shall we
continue with variations and
increasing length?

Hope you are better now

Sincerely

Richard G. Wood

9 February 1948

Mr. Richard G. Wood
Book Review Editor
American Archivist
600 Lawrence St. N.E.
Washington 17, D.C.

Dear Mr. Wood:

We are sending under separate cover a copy of the Gold Star Honor Roll of Virginians in the Second World War, and are enclosing copy of letter from W. Edwin Hemphill, Director, University of Virginia L Library.

You will be pleased to know that Miss Norton has been released from the hospital and although we do not expect her back too soon, she may be expected to handle some matters in a month or so.

Yours very truly,

THEO J. CASSADY
Assistant State Archivist

TJC;aw
Enc.

The American Archivist

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MARGARET C.
NORTON

Managing Editor

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RICHARD G. WOOD

News Notes

KARL L. TREVER

Technical Committee
GUST SEIGER

600 Lawrence St. NE

Washington 17, D.C.

February 14, 1948

Miss Margaret C. Norton

Editor, The American Archivist

1105 South Second Street

Springfield, Illinois

My dear Miss Norton,

This will send you
Lester K. Born's review of the review of
a German periodical, Zentralblatt fuer
Bibliotekwissenschaft. This has just come
in from Berlin consulted by me
and I trust it is not too late
for you to use it in the next
issue.

Sincerely yours,
Richard G. Wood



THIS SIDE OF CARD IS FOR ADDRESS



Mr. Theo J. Connady
Assistant State Archivist
Illinois State Library
Springfield
Illinois

600 Lawrence St. NE
Washington 17, D.C.

Feb 15, 1948

My dear Mr. Cassidy,

This will acknowledge
the Humphill book which
came yesterday.

Sincerely yours
Richard G. Wood
Reviews Editor
American Archivist

b7c

THE CAXTON PRINTERS, LTD.

CALDWELL, IDAHO

February 28, 1948

SOCIETY OF AMERICAN ARCHIVISTS
540 Ahnaip Street
Menasha, Wisconsin

Dear Reviewer:

Our records indicate that we have sent you the following book for review on the date given, but, apparently we have not received your clippings containing reviews.

1 copy sent 10-7-47 Elsensohn: PIONEER DAYS IN IDAHO COUNTY

While we subscribe to the services of clipping bureaus, they do not give full coverage and it is necessary for us to write reviewers at intervals to request clippings, in order to keep our review records up to date.

If reviews of the above book have appeared, we would greatly appreciate receiving clippings, with the date of issue indicated.

Thanking you kindly for your cooperation, we are.

Yours truly,

The CAXTON PRINTERS, Ltd.

Arlene Cornwell

Arlene Cornwell, Review Clerk



THIS SIDE OF CARD IS FOR ADDRESS



Miss Margaret C. Norton
Editor, American Architect
1105 South Second Street
Springfield
Illinois

600 Lawrence St NE
Washington D.C.
March 4, 1948

my dear Miss Norton,

This will acknowledge, with
thanks, the American Helminth stationery
sent by Mr. Casady.

Hope you are coming
along ok.

Sincerely
R. Wood

March 10, 1948

Mr. Richard G. Wood
600 Lawrence St. N.E.
Washington 17, D.C.

Dear Mr. Wood:

At last I have the April issue ready to send out to the printer, and hope to have my back Archivist correspondence caught up in a day or two. Perhaps I shall get back to the office part time in a day or two. I have been out ten weeks today and I will be glad to put this invalidism away in moth balls, though my doctor is still not pleased with my blood pressure, etc.

Many thanks for the reviews. On checking your letters, I find I have them all.

You ask for instructions about the length of the Archivist's Book Shelf. While it desirable to keep it down to two pages, that is not necessary if the subject cannot be treated adequately in that space, which certainly is not the case with microphotography. I think the author should have it suggested to him that he prefer a short article but that he should take enough space, but no more, for an adequate treatment of his subject. I think we have had some very fine reports in this column so far.

I have never heard any more about the botanical book.

Letters from New York indicate that the Commission on coordination of State activities, or whatever it was called, is preparing anew report which will combine the reports of my committee and of their first report, in the light of the recommendations of the Board of Regents. As you know, our report was not agreed to by the Department of Education which apparently yielded to pressure from the State Library to keep the "historical" archives, and which wanted to wash its hands of the archives situation. I think instead of reviewing our report now, it would be desirable to wait for this final report to be presented to the legislature, then review the two reports together with commentary on the situation. I think all of us, I know Dr. Buck is, are disappointed in the way things have turned out, but I guess there were tensions in the government that made a compromise necessary. We believe that our program would have worked, but personally I don't think the present one will get very far. I hope I am wrong. I have been acquainted with that archival set-up in New York for over 30 years and don't see progress as yet. Too much clashing of strong personalities.

Sincerely,

March 17, 1948

Mr. Richard G. Wood
Reviews Editor
The Society of American Archivists
600 Lawrence St. NE
Washington 17, D.C.

Dear Mr. Wood:

Under separate cover or covers, I am forwarding to you several books submitted for review:

Central African Archives ... 1935-1947

(I want Victor Gondos to see the section on the new building in this)

Ashkenazi and Locker. Palestine Treaties, Agreements and Pronouncements

Thompson, D.E. A bibliography of Louisiana Books and Pamphlets

Junta Provincial de Estudios Historicos de Santa Fe. Revista Oficial. 1947

I am not too sure that all of these fall within the scope of our reviews policy, but am forwarding them to you for suitable disposal.

In checking recent copies of Library Journal for possible material suitable for reviews I noted the following:

Good Lighting for People at Work in Reading Rooms and Offices. By Alfred H. Holway and Dorothea

Jameson. Boston, Mass.: Harvard Business School, Division of Research 1947. 45 p. \$.75

Suggest Gondos for this.

Rules for Descriptive Cataloging in the Library of Congress. Preliminary edition. Library of Congress Descriptive Cataloging Division. Washington, Govt. Printing Office, 1947. 125 p.

I don't know whether this has rules for the cataloging of manuscripts and maps, but if so, those sections should be reviewed. I do not have a copy so cannot check.

I have been back at the office for all day for the first time today. It is good to be in the harness again.

Sincerely.

The American Archivist

PUBLISHED QUARTERLY BY THE SOCIETY OF AMERICAN ARCHIVISTS

MARGARET C. NORTON

Managing Editor

Archives Department
Illinois State Library
Springfield, Illinois

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Reviews of Books

RICHARD G. WOOD

News Notes

MARY C. LETHBRIDGE

Technical Committee

GUST SKORDAS

Advertisements

WILLIAM D. OVERMAN

600 Lawrence St. N.E.
Washington 17, D.C.
March 17, 1948

Miss Margaret C. Norton
Editor, American Archivist
1105 South Second St.
Springfield, Illinois
My dear Miss Norton,

I am more than glad to hear from you again in your own right. I note that you have your old pet in planning the next issues.

As for me I have let out the usual amount of reviews. Some have already come to my desk: Dr. Hill has given me one on Columbia and another on Penn so later America will be represented on my part) a review of Der Berliner (Hoff 2) which will be a successor to the vol. 1, vol. 1 he did for us before. Mugridge has done the last Mississippi Biennial Report. Because the National Library of Wales Journal had a special anniversary number with a section on MSS. I asked Mowbray of Purdue to review this and he has complied.

Sincerely

Ran

March 18, 1948

Miss Arlene Cornwell, Review Clerk
The Caxton Printers, Ltd.
Caldwell, Idaho.

Dear Miss Cornwell:

The copy of Elsenhohn's "Pioneer Days in Idaho County" sent us for review in the American Archivist was returned to the Caxton Printers with the notation that it does not fall within the scope of our reviewing section which is limited to books on archival technique. I am sorry that we were unable to use it, for this appeared to be an unusually well done county history.

Sincerely,

The American Archivist

PUBLISHED QUARTERLY BY THE SOCIETY OF AMERICAN ARCHIVISTS

MARGARET C.
NORTON

Managing Editor
Archives Department
Illinois State Library
Springfield, Illinois

Miss Margaert C. Norton
Editor, AMERICAN ARCHIVIST
1105 South Second Street
Springfield, Illinois

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Reviews of Books
RICHARD G. WOOD

News Notes
MARY C. LETHBRIDGE

Technical Committee
GUST SKORDAS

Advertisements
WILLIAM D. OVERMAN

600 Lawrence Street NE.
Washington 17, D.D.
April 10, 1948

My dear Miss Norton,

This is to send you Kimberly's contribution for the 'Archivist's Bookshelf.' Because he has limited himself to insect enemies, I suggest that the title be changed from "Archival Enemies" to "Insect Enemies" and omit the first paragraph. For reviews I send the following:

Sir Cyril Flower on 13 An. Rept of Archivist of U.S.
Born on the second issue of Der Archivar
Lokke on Juneau
Moriarty on Wales
Loevinger on Va. War Records
Shiff on Colorado

A, for the Shelf, is it to early to discuss October and beyond? For October I am assuming it will drop out to make way for the annual bibliography. If so, then January 1949 is next. I have had some nebulous talk about a list of books to aid the archivist to appease the searcher. Likewise I am toying with the idea of asking somebody like your Miss Scheffler to evaluate the books on filing.

Sincerely yours,

Richard G. Wood

April 16, 1948

Dr. Richard G. Wood
600 Lawrence St. NE
Washington 17, D.C.

Dear Mr. Wood:

This is to acknowledge the Kimberly bookshelf and the six reviews sent me on the tenth.

I am assuming that the Bookshelf will not be needed for the October number, though I have heard nothing about the usual annual bibliography.

The two best and most recent books on filing are being reviewed in the April number, I do not think we need a Bookshelf article on that subject. One subject I would like to see treated, but I think it might well be longer than the usual bookshelf might be one on guides to the use of government documents, to include not only the index series published by the U.S. government but such things as what used to be called "Public Affairs Information Series", "Facts on File" and the like. Some one in one of the big library document collections like New York Public Library or the Documents Department of the Columbia University Library could develop the idea. Along the line of what you are thinking about "a list of books to aid the archivist to appease the searcher" I would like to see something, again perhaps longer than usual, on the subject of basic reference books for an archival library - a sort of philosophical treatise on the subject.

Perhaps I'll get some other ideas after a while. Right now I manage to stay at the office full time, but am "sunk" by the middle of the afternoon, so I am not forcing myself on such extra-curricular matters as the Archivist though it is plenty time for me to be thinking about it.

Sincerely,

The American Archivist

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Reviews of Books

RICHARD G. WOOD

News Notes

MARY C. LETHBRIDGE

Technical Committee

GUST SKORDAS

Advertisements

WILLIAM D. OVERMAN

600 Lawrence St. NE

Washington 17, D.C.

April 17, 1948

Miss Margaret C. Norton
Editor, American Archivist

1105 South Second Street

Springfield, Illinois

My dear Miss Norton,

This is to acknowledge
with thanks the Oxfordshire publication
and the Swanton Place Collection - Miss
Chatfield will do the latter.

This will send you.

Journalism on the Peper etc

Hill on Columbus

Hill on Peru

Mugridge on Mississippi

Coler on Duke University MSS.

Sincerely yours,

Richard G. Wood

The American Archivist

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Reviews of Books

RICHARD G. WOOD

News Notes

MARY C. LETHERIDGE

Technical Committee

GUST SKORDAS

Advertisements

WILLIAM D. OVERMAN

600 Lawrence St. NE.

Washington 17, D.C.

April 24, 1948

Miss Margaret C. Norton
Editor, THE AMERICAN ARCHIVIST
1105 South Second St.
Springfield, Illinois

My dear Miss Norton,

Today's offerings are:

HAVE YOU SEEN?

Gondos on lighting

Talzman on Canada

Born on a new work on German libraries

I have a few stragglers left over until the last week but hope
to get them to you in time.

Sincerely,

Richard G. Wood

The American Archivist

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Managing Editor

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Reviews of Books
RICHARD G. WOOD

News Notes
MARY C. LETHBRIDGE

Technical Committee
GUST SKOEDAS

Advertisements
WILLIAM D. OVERMAN

600 Lawrence St. NE.
Washington 17, D.C.
April 28, 1948

my dear Miss Norton,

Here is a runner on
the Swedish archives. I may have
one or two more strips that
I hope will reach you by
May 1.

Sincerely
Rich Wood

April 29, 1948

The Philosophical Library, Inc.
15 East 40th St.
New York 18, N.Y.

Dear Sirs:

Under separate cover we are returning The Diary and Sundry Observations of Thomas Alva Edison, edited by Dagobert D. Runes, sent us for purposes of review. We regret that we are unable to review this interesting publication, but it does not come within the scope of our reviews, which are limited to technical books on archives.

We appreciate the opportunity to see this, and apologize for the delay in returning it to you. I have only recently returned to the office after a long and serious illness, and have not yet completely cleared my desk, so am just now getting around to your volume.

Sincerely,

April 29, 1948

Mr. Richard G. Wood
600 Lawrence St. N.E.
Washington 17, D.C.

Dear Mr. Wood:

This will acknowledge the eight reviews and the HAVE YOU SEEN? sent me with covering letters dated April 17 and 24 respectively. With one crowded out of the April number and what you have sent me so far, we shall have fifteen reviews this time (July) so I do not much care if the other reviews which come in get here in time or not. I am particularly pleased that you got Flower to review the National Archives report. All the reviews are good this time, in fact.

Except for the fact that I have not yet received the News Notes so I cannot determine just how many articles I can run this time, I have the July number well along. I have to make a trip to the northern part of the State over the weekend (to the same place which put me in the hospital last time), so I am trying to get as much done as I can before I go. I want the July number to be on time even if the April number will be late. I returned page proof on the latter on the 27th.

Sincerely,

The American Archivist

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MARGARET C.
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Managing Editor

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Springfield, Illinois

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WILLIAM D. OVERMAN

Reviews of Books

RICHARD G. WOOD

News Notes

MARY C. LETHBRIDGE

Technical Committee

GUNT SKORDAL

Advertisements

WILLIAM D. OVERMAN

600 Lawrence ST. NE.
Washington 17, D.C.
April 29, 1948

My dear Miss Norton,

To assist I send you
Mrs. Chaford's review on the Swanton
Peace collection and an addendum
to the HAVE YOU SEEN?

I can't say for sure
whether there will be any more
tagglers or not. Page is supposed
to be doing Maryland; Benson, War Records
Projects; and Fox, the FDR annual report.

Sincerely,

Richard G. Wood



THIS SIDE OF CARD FOR ADDRESS

Society of Am. Archivist
323 Lincoln Hall
Urbana, Ill.

Purdue University
Lib. Form A17
6-48-6M

Lafayette, Ind. May 11, 1948

Purdue University Library endeavors to maintain a file of your publication

"*American Archivist*"

but we have not received the following issues:

Vol. 11
No. 2
April 1948

If now available I request that these be sent to us to complete our file for binding.

William H. Hepburn, Librarian.

Per Jane Garfield
Periodical Room

May 14, 1948

Miss Jane Garfield
Periodical Room
Purdue University
Lafayette, Indiana.

Dear Miss Garfield:

The April 1948 number of THE AMERICAN ARCHIVIST is not yet out, but you should receive your copy very soon since page proof went back to the printer two weeks ago. The delay was caused by illness on the part of the managing editor, but we hope that subsequent issues will be coming out on time.

Sincerely,

Margaret C. McArthur



State of New Jersey
DEPARTMENT OF EDUCATION
STATE HOUSE ANNEX
TRENTON 7

DIVISION OF THE STATE LIBRARY,
ARCHIVES AND HISTORY

May 17, 1948

The American Archivist
Society of American Archivists
450 South Ahnaip Street
Menasha, Wisconsin

Gentlemen:

Under separate cover, we are sending you a review copy of a "Bibliography of New Jersey Official Reports 1905-1945." This bibliography, compiled by Miss Dorothy F. Lucas, is intended as a supplement to the pioneer Hasse work, "Index of Economic Material in Documents...of New Jersey, 1799-1904."

Very truly yours,

A handwritten signature in dark ink, appearing to read "Roger H. McDonough".

Roger H. McDonough,
Director.

RHMcd/o

The American Archivist

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Reviews of Books

RICHARD G. WOOD

News Notes

MARY C. LETHBRIDGE

Technical Committee

GUST SKORDAS

Advertisements

WILLIAM D. OVERMAN

600 Lawrence St.-N.E.
Washington 17, D.C.
June 13, 1948

My dear Miss Norton,

Here are two border-line
looks you might rule on:
gulick, Administrative Reflections from World

War II

Lucas, Bibliography of New Jersey Official
Reports 1905-1945 (a continuation of
Haare.

Dorothy M. Pyun has agreed
to do a review article on recent issues
emanating from the L'Ecole des Chartes before
she goes to France. as this is to be a
review article rather than a straight
review, it may run over the 1000
word limit. This also raises
the question as to whether you
want to continue the trend of
reviews on new periodicals. Born
has done two in Germany and Holmes
on India. Now appears volume 1,
no. 1 on Austria (Mitteilungen

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Reviews of Books

RICHARD G. WOOD

News Notes

MARY C. LETHBRIDGE

Technical Committee

GUST SKORNAS

Advertisements

WILLIAM D. OVERMAN

600 Lawrence St. NW.

Washington 17, D.C.

June 16, 1948

My dear Miss Norton,

Since writing you
the other night about a possible
trend in receiving foreign
periodicals, I have received one
more which may enter into
the picture. It is from L.-K. Born
and remains nos. 3/4, 5/6 (vol 61)
of Zentralblatt für Bibliothekswesen.
He has already remained the
opening numbers. Born's remains
have come to me entirely unsolicited
on my part. I am very anxious
not to discourage coverage in
foreign fields which is otherwise
hard to obtain. But I'd like
to know whether this Zentralblatt
is or is not too much in the
library as offered to the archival
field and what is your
pleasure in the matter.

Sincerely
Richard G. Wood

June 25, 1948

Mr. Richard G. Wood
600 Lawrence St. ..E.
Washington 17. D.C.

Dear Mr. Wood:

The enclosed letter from Herbert Brayer was addressed to the George Banta Publishing Company which forwarded it to me and now I am forwarding it to you. I am afraid Herbert's "return mail" will be delayed, but I trust he will do the review anyhow.

I think Lucas' Bibliography of New Jersey Official Reports 1905-1945 should be reviewed because most state archivists have documents collections and many right now are trying to compile such check-lists. I have not seen this particular publication but Miss Lucas is outstanding in her work. It should be reviewed from the point of technique.

I am not so sure about Gulick's Administrative Reflections from World War II. There are apt to be a good many studies along the same lines, several of which we have already reviewed. I would say that unless such a volume were confined largely to an explanation of how administration worked from the point of view of its effect on archives, we would not be interested. On the other hand, studies made from the point of view of government organization, such as the ones issued by the National Archives should be included in the reviews section.

Until such time as we get a column devoted especially to digests of foreign archival periodicals, such as Mrs. Paul used to do before the war, I think we should continue to have reviews, especially for new publications such as the one ~~XX~~ on Austria. But I think our reviewers should not try for a detailed report on each article, but rather try to show what foreign archivists are thinking about, particularly their difficulties in adjusting to new conditions, as well as new or modified techniques. I like Born's reviews very much.

I enclose a copy of a review recently published in College and Research Libraries. This is an excellent review, but if it had been done for us I would have preferred a very brief listing of the non-archival parts, just to show what they were talking about, but a rather more detailed review of the parts specifically applicable to archives. Maybe I am wrong, however.

Sincerely,

The American Archivist

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Managing Editor

Archives Department
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Reviews of Books

RICHARD C. WOOD

News Notes

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Technical Committee

GUST SKORDAS

Advertisements

WILLIAM D. OVERMAN

6-25-48

my dear miss Norton,

This is to return
the corrected proof. I do not find
the HAVE YOU SEEN? as you
looking after that?

Hastily

R G Wood

June 27, 1948

Mr. Roger H. Mc Donough, Director
Division of State Library, Archives
and History
Department of Education
State House Annex
Trenton 7, N.J.

Dear Mr. Mc Donough:

So far we have not received the review copy of a "Bibliography of New Jersey Official Reports 1905-1945" which you wrote you were sending to the American Archivist. Instead, and probably picked up and packed by mistake, we have received a State Library copy of Elton Trueblood Alternative to Futility. We are returning this latter volume to you under separate copy.

If you have not already sent out the review copy referred to above, please send it directly to our reviews editor:

Dr. Richard G. Wood
600 Lawrence St. N E
Washington 17, D.C.

Sincerely,

The American Archivist

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MARGARET C.
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Managing Editor

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Reviews of Books

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News Notes

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Technical Committee

GUST SKORDAS

600 Lawrence St. N.E.
Washington 17, D.C.
The glorious Fourth

Mrs Margaret C. Norton
Editor, American Archivist
1105 South Second Street
Springfield, Illinois

My dear Mrs Norton,

This is to return
the review by Mr. Shen which you
let me take. I am sending you
a letter which I received from
Hiller because I think its
application is wider than just
my department

I am working on
half a dozen reviews for the October
issue which I will send soon.

Sincerely

Richard G. Wood



THE CENTRAL AFRICAN ARCHIVES,
P.O. Box 363, SALISBURY,
SOUTHERN RHODESIA.

13 April 1948

Dear Mr Wood,

I shall be
delighted to review the
Second Report of the
Saskatchewan Archives.

Their First Report was an
admirable little production
and I recall reading it
with considerable interest.

If you'll send me the Report
I'll get busy right away

and all that you get
the required number of
words by July 1. We have
regard The American
Archivist as the most
informative accession to
our Technical Library; and
it is not ^{only} carefully read
but much looked forward
to by every member of
the staff. It fills a very great
~~need~~ and we shall be
honoured to give you any
help at any time you may
require it. Best wishes.

Yours sincerely N. W. Miller

July 7, 1948

Mr. Richard G. Wood
600 Lawrence N E
Washington 17, D.C.

Dear Mr. Wood:

Each time I list the "Have You Seen?" column to be sent to you in proof, and each time the printer omits to send it. I corrected it as well as I could and sent proof back, but am enclosing a copy of galley proof which you can get back to me in time to make any corrections on the page proof.

Miss Jorgensen, in her review of the report of the Swedish archives for 1945 summarizes an essay by Gustav Fleetwood entitled "The Preservation of Medieval Seals in the Riksarkiv". I think it would be interesting to secure permission to reprint this in *The AMERICAN ARCHIVIST* if we could get some one to translate it for us. Do you suppose she would do it? Would you mind asking her, please?

I think I have several letters from you in my desk at home, but for the moment I cannot remember whether they contain questions I should answer. If so, I will write again soon.

Sincerely,

I am forwarding the Archives Year Book for South African History... 8th year.

The American Archivist

PUBLISHED QUARTERLY BY THE SOCIETY OF AMERICAN ARCHIVISTS

MARGARET C.
NORTON

Managing Editor

Archives Department
Illinois State Library
Springfield, Illinois

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Reviews of Books

RICHARD G. WOOD

News Notes

MARY C. LETHBRIDGE

Technical Committee

GUST SKORDAS

Advertisements

WILLIAM D. OVERMAN

600 LAWRENCE ST. NE
WASHINGTON 17, D.C.
July 13, 1948

Mrs Margaret C. Norton
Editor, ~~American Archivist~~
1105 South Second St.
Springfield, Illinois
My dear Mrs Norton,

Mr. Ferguson is inclined
favorably toward your proposition and
will communicate directly with you.

I take this occasion to send
my first batch of reviews to wit:

Mood on Oxfordshire Records

Fox on FDR Library

Muller on TVA

Born on Zentralblatt

Hiller on Saskatchewan

This brings us to Queyria's review
article on Bibliothèque de l'École des chartes.
(2 installments).

Dr. Queyria goes to France for a year soon
and it occurs to me that she might
be persuaded to review some new
French catalogues such as she describes
in her review article. There may
be some that are more up
to date.

Sincerely
Richard G. Wood

July 17, 1948

Dr. Richard G. Wood
Book Reviews Editor
THE AMERICAN ARCHIVIST
800 Lawrence St., N.E.
Washington 17, D.C.

Dear Mr. Wood:

Copy for "Have You Senn?" arrived just in time for page proof. Thank you for returning it so promptly.

This will also acknowledge the reviews by Mood, Fox, Muller, Born and Hiller, also Quynn. I think it would be advisable for her to watch for things of interest to us in France, especially those catalogs she mentions.

We have never had an article descriptive of the Ecole des Chartres and I think we ought to have one. Perhaps Miss Quynn could either do one herself or make contact with someone at the school who would do it. Would you mind asking her?

I have set aside this Saturday morning to get caught up with my ARCHIVIST correspondence, but have decided that is impossible. Here it is 11:30 A.M. and I have half a dozen more "musts" ahead of me.

Lester thinks we should shop around a little more for a printer, but we have a bird in the hand and it is almost time to go to press, so I think I will close the contract with the Torch Press. I will be away part of September and I am afraid we never would get out the October number if we wait. So to press we go August 1st as per schedule.

Sincerely,

ALBEMARLE COUNTY HISTORICAL SOCIETY

Organized 1940

CHARLOTTESVILLE, VIRGINIA

July 21, 1948

Miss Margaret Norton, Editor
The American Archivist
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

I am mailing to you today under separate cover a complimentary copy of the most recent publication of the Albemarle County Historical Society, its 456-page history of the participation of the people of this community in all phases and activities of the recent war effort, both at home and abroad. This volume is entitled Pursuits of War: the People of Charlottesville and Albemarle County, Virginia, in the Second World War. It has been written by eight authors and edited by me.

I am hopeful that possibly you may be able to publish a book review of this volume in a future issue of The American Archivist. I recognize the fact that you cannot review all local history books published in the United States. However, I assume that possibly the way in which my associates and I have utilized certain archival materials to supplement our heavy dependence upon the local newspaper, as is revealed in the footnotes which I published collectively near the rear of the volume and the fact that war history has been considered by the Society of American Archivists in some of its joint meetings of recent years with the American Association for State and Local History may justify the inclusion in your journal of a review of this unusual volume.

I can accept with equanimity whatever decision you may make in regard to this question, and I shall certainly appreciate your favorable consideration of my suggestion.

With best personal wishes to you and a hope that we shall see each other again next October in Raleigh, I am

Yours sincerely,

W. Edwin Hemphill
W. Edwin Hemphill
Editor

The American Archivist

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MARGARET C.
NORTON

Managing Editor

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Reviews of Books

RICHARD G. WOOD

News Notes

MARY C. LETHBRIDGE

Technical Committee

GUST SKORDAS

Advertisements

WILLIAM D. OVERMAN

600 Lawrence St. NE
Washington 17, D. C.
July 24, 1945

Miss Margaret C. Norton
Editor, American Archivist
1105 South Second St.
Springfield, Illinois
My dear Miss Norton,

two more reviews: This is to enclose
Africa and King on Delaware. HAVE
YOU SEEN? will be held until
the last moment and Brayer may
come through with his review.

In re Payson, I
shall write her about the reviews
you have in mind. as for the
article on Ecole des chartes, Dr. Locke
has talked to her about it and
she suggests (Dr. L. happened to
see her in town this week and
this is his field). I believe she
will write you about reviewing
extra copies of her review article
and to ask if it will appear in itself
or among the reviews.

Sincerely yours
Richard G. Wood

The American Archivist

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Reviews of Books
RICHARD G. WOOD

Name Notes
MARY C. LETHBRIDGE

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GUYT SEIGER

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WILLIAM D. OVERMAN

Miss Margaret C. Norton
Editor, American Archivist
1105 South Second Street
Springfield, Illinois

My dear Miss Norton,

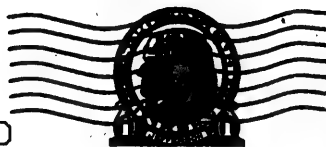
This is to enclose the HAVE YOU SEEN? This is all I have at the present moment, Brayer's review not having come. Perhaps it will come in time to squeeze in within a day or two.

Shall I assume that the Torch Press will be the publisher for the January issue and that the deadline will be on November as usual?

Sincerely yours

Richard G. Wood

600 Lawrence St. Ne.
Washington 17, D.C.
July 31, 1948



THIS SIDE OF CARD IS FOR ADDRESS

Miss Margaret C. Norton
Editor, American Architect
1105 South Second Street
Springfield
Illinois

8-8-48

My dear Miss Norton,

The July issue came
yesterday and contains your letter
standard. I wonder if my diff is
over extended. 21 pages for similar alone.
Particularly liked the Radio articles
although, believe calendaring is
a lot of work and that there will be no
more large calendars.

will be the deadline for the January
issue. I am negotiating for the
first document book side for you
sincerely
Ran

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Reviews of Books
RICHARD G. WOOD

News Notes
MARY C. LETHBRIDGE

Technical Committee
GUST SKORDAS

Advertisements
WILLIAM D. OVERMAN

600 Lawrence ST. NE
Washington 17, D.C.
August 11, 1948

Mrs Margaret C. Norton
Editor, American Archivist
1105 South Second Street
Springfield, Illinois
My dear Mrs. Norton:

For some time our
periodical has been reviewing in
the field of war historical collections.
Now the war histories are beginning
to be written. These new ones have
come to my attention:

Clarence A. Tryden, Jefferson County in World War II
(Indiana)
W.E. Humphill, Pursuits of War: the People of
Charlottesville and Alderman County, Virginia
during in the Second World War.
City of Haverhill (Mass). Haverhill in World War II

Will it be your policy 1) to review all such, 2)
to review the best, 3) to review selected
volumes on the basis of type and/or geography, 4)
place in the field?
the HAVE YOU SEEN, or 5) abandon

I need some more
letter head, please.

Sincerely
R. Wood.

The American Archivist

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Reviews of Books

RICHARD G. WOOD

News Notes

KARL L. TREVER

Technical Committee

GUST SKORDAS

600 Lawrence St. NE
Washington 17, D.C.
August 14, 1948

Miss Margaret C. Norton
Editor, American Archivist
1105 South Second St.
Springfield, Illinois.
My dear Miss Norton:

Three volumes have
come from Banta. One on early Georgia
I must return to the publisher as it is
clearly not in our field. The next, S.C.
Bradford, Documentation. This seems to
me too much in the library
field but let you rule on it.
The third has something of
interest to us: Max H. Fack, Selected
Papers of Robert C. Brinkley. Although
the essays in this volume are
diverse, Part II has drawn together
under the title of "The Economy of
Scholarship" such essays as 'Problems
of Periodical Paper', 'New Tools for Men of Letters',
'Reproduction of Materials for Research', and
even 'Strategic objectives in Archival
Policy' in AA, July 1939.
Dr. Fack has discussed

with you the question of extra copies
of the series article by Dr. Guerin.
unless I hear from you to the
contrary, I shall offer her 25 clipped
copies when they come of the press
in October.

I am working on the problem
of the Bookshop in Quebec & government
Documents. Have had two refusals
so far.

Sincerely yours,
Richard G. Wood

August 20, 1948

Dr. Richard G. Wood
600 Lawrence St. N.E.
Washington 17, D.C.

Dear Dr. Wood:

For some reason my AMERICAN ARCHIVIST correspondence has swamped me lately, and I have tended to reply first to those letters not requiring much thought, and to shove important things, such as your recent letters, into the background until I could find time to think them through.

I am inclined to believe we shall have to restrict our reviews of the war history volumes which will be coming in in a flood for a while. I think we should review selected volumes on the basis of type and/or geography, that is, the best of them. I think we might let them pile up and when we get three or four typical examples of various types, have one person review the group as a whole. Meantime, I think they might well be listed in HAVE YOU SEEN as they come in. I enclose Dr. Hemphill's letter of transmissal as a sample of one man's point of view. Whatever way you handle this will be satisfactory to me.

I am sorry you are having trouble finding some one to do the Archivist's Book Shelf on the government document aids. I suggest Mrs. Violet Cabeen, chief document cataloger, United Nations Library, Lake Success, N.Y.: She was one of my Columbia students, so knows our archival point of view, and for many years was head of the documents department of Columbia University. If she won't do it, I would go to some library rather than to archivists.

You ask me to rule on Bradford's Documentation. I have not seen the book, but would be inclined from the title to agree with you that this is probably more in the library field. Although most archivists have to collect government documents, from the point of view of technique I would say that we are interested in them chiefly as library aids to our own work. I suggested the Shelf on them as a guide to tools, rather than as a selection of the best documents, which is what I suspect this is.

Sincerely,

August 20, 1948

Dr. W. Edwin Hemphill, Editor
Albemarle County Historical Society
Charlottesville, Virginia.

Dear Dr. Hemphill:

Some time ago I transmitted the copy of Pursuits of War: the People of Charlottesville and Albemarle County, Virginia to our Book Reviews Editor, Richard G. Wood of the National Archives. I find that I have not given you the courtesy of a thank you for sending this to us. I have to do all my own typing for the editorial office, and in consequence correspondence has a tendency to pile up/

So far Dr. Wood and I have not decided on a policy about reviewing local history books, particularly as regards war histories so I do not know how he will handle your volume. We talked at one time about having a group of such reviews at one time, and I suspect this is the way we shall have to handle the matter otherwise we shall be swamped with that type of reviews. However, we do appreciate having the volume submitted, and will give it at least some form of mention.

Miss Rogers and I are looking forward to seeing all our friends at Raleigh and am glad to hear you are planning to attend the meeting.

Sincerely,

The American Archivist

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MARGARET C.
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Managing Editor

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Reviews of Books

RICHARD G. WOOD

News Notes

MARY C. LETHBRIDGE

Technical Committee

GUST SKORDAS

Advertisements

WILLIAM D. OVERMAN

600 Lawrence St. NE

Washington 17, D. C.

August 20, 1948

Miss Margaret C. Norton
Editor, American Archivist
1105 South Second Street
Springfield, Illinois
My dear Miss Norton,

Hempfield's book
of the war effort at Charlottesville
has arrived from your office. I
assume you want it reviewed.
To day I received Archives, no. XVII
from Poland via Cappon's office.

I notice that
Leonard White's book on the
administration of the Washington
and Adams Administrations
(called The Federalists) is out. Can
I safely assume that this is
in our field and ask Macmillan
for a copy.

Sincerely,
Richard G. Wood

Springfield, Ill.
September 10, 1948

Mr. Richard G. Wood
600 Lawrence St. N.E.
Washington 17, D. C.

Dear Mr. Wood:

In going through my mail, I find an unanswered question in your letter dated August 20. You asked about a review of Leonard White's book on the Administration of the Washington and Adams Administrations. Knowing Professor White's point of view on administrative history, I would say that we should have the book reviewed as you suggested.

I think we should also review Jenkins' Collected Public Documents of the State: a check list. Many archivists have the task of collecting the printed documents of their states and a number of them are compiling or have recently published check lists. The reviews of these I feel should lay considerable emphasis upon the method of selection and techniques of handling the material. New Jersey for instance, has recently published something similar to Jenkins', only for a comparatively recent period. Perhaps the two books could be combined in one review. I realize that some of these books I occasionally suggest for review are slightly out of archival field but many of our state archivists are doing that sort of work so if we do not have too many of that type of books to review, I think they would be worth while.

I hope you are enjoying your vacation and I hope further that none of the mail has been forwarded to you. I received proof on the Review section but would appreciate your sending the galley proof on your return and sending it to me so that I can include any of your changes in the page proof.

I am leaving the end of next week for a New England vacation. I am driving to Stockbridge, Mass. with a friend. Unfortunately I have only two weeks but the trip to Raleigh will take another two weeks so I will get the equivalent of the month.

Sincerely,

MARGARET C. NORTON

MCH:ew

Springfield, Ill.
September 17, 1948

Mr. Richard G. Wood
600 Lawrence St. N. E.
Washington 17, D. C.

Dear Mr. Wood:

Thank you for the corrected proof on the Reviews. It did not come until after I had returned galley proof but I can catch such corrections as I have not already made on the page proof. You do not get the original copy because that has to come to me. What we want to catch are any slips which may have crept into the original copy. Particularly because of an error of marking copy which put Mr. Noll's contribution into larger print than I intended, I found it necessary to do some juggling in order to keep the magazine within the 96 pages. I managed to get everything in except the "Have You Seen?" This I had to omit at the last minute. Several of the items also appeared in Mr. Smith's "Writings on Archives and Manuscripts." I do not have the "Have You Seen?" at the office but will send it to you before copy for the next number is due. I would suggest that the January compilation eliminate those items that have appeared in the annual bibliography and that you combine the rest with that for your same column for January; for this I will allow you one or two extra pages.

I hope you had a restful vacation. I leave tomorrow morning for the Berkshires on my vacation.

Sincerely,

MARGARET C. NORTON

MCN;rw

The American Archivist

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Reviews of Books
RICHARD G. WOOD

News Notes
MARY C. LETHBRIDGE

Technical Committee
GUST SKORDAS

Advertisements
WILLIAM D. OVERMAN

600 LAWRENCE ST. NE
WASHINGTON 17, D.C.
September 28, 1948

Miss Margaret C. Norton
Editor, American Archivist
1105 South Second St.
Springfield, Illinois
My dear Miss Norton,

Here are some odds and ends to greet you at the end of your vacation.

1) Dr. Cornell of American University offered to do a review of The Political and Legislative History of Liberia. This is largely an edition of documents & laws bound together with some narratives. I am not inclined to think it is the type we review but thought I would ask you.

2) I think Dr. Jokke wrote you that Dr. Quinn is to have 25 copies of her review article.

3) When the October issue is out, will you try to fix up a new HAVE YOU SEEN? from comparison with Smalley bibliography eliminations etc.

4) As a sample of War histories
from ~~the~~ ^{at} ~~the~~ ^{the} Charlotteville
~~for~~ ^{on} ~~the~~ ^{the} ~~the~~ ^{the}

5) may I leave more little heads and

Sincerely yours,

Richard G. Wood

Springfield, Ill.
Oct. 11, 1948

Mr. Richard G. Wood, Review Editor
The American Archivist
600 Lawrence St. N. E.
Washington 17, D. C.

Dear Mr. Wood:

I am inclined to think that Dr. Carrell's Political and Legislative History of Liberia does not come within the scope of our reviews. If this were an American subject I think we should consider it because such studies are interesting to American Archivists from the stand point of technique rather than of content.

Since I shall not be back from meeting in time to do much on the American Archivist before the first of November, I have set the deadline for January copy at November 10.

Under separate cover, I am sending you more letter heads and envelopes. I am also forwarding the Proceedings of Meetings of the Indian Historical Records Commission for 1946.

Sincerely,

Archivist

MCN;mw

The American Archivist

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Reviews of Books

RICHARD G. WOOD

News Notes

MARY C. LETHERIDGE

Technical Committee

GUST SEORDAS

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WILLIAM D. OVERMAN

600 Lawrence ST. NE.
Washington 17. D.C.
October 14, 1948

My dear Mrs Norton,

This will acknowledge
with thanks the letterhead received
today, together with Index 23rd
meeting volume. O.W. Holmes says he
will do it. When AA comes out I'll
reconstruct the HAVE YOU SEEN?

I enclose the following reviews:
Littan on an Argentine publication
Thomas on U. of Virginia historical collections
Heldcamp on Census Bibliography.
Radoff on Papers of Robert C. Murphy.

We look forward at
seeing you at Raleigh. We are riding
down with Trever. Notice you
are pressing.

Sincerely
Richard G. Wood

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Reviews of Books

RICHARD G. WOOD

News Notes

MARY C. LETHBRIDGE

Technical Committee

GUNT SEGBAL

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WILLIAM D. OVERMAN

600 Lawrence St. NE
Washington 17, D.C.
October 23, 1948

My dear Miss Norton,

I hasten to send you
the Wiley opus on guides to
Government Publication (stuff). I am
'hasten' admittedly because it is so
long that you may want
it early to deliberate upon some
considerations also included as a
review of the Swedish Meddelanden.

Hastily.

Rg Wood

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Reviews of Books

RICHARD G. WOOD

News Notes

MARY C. LETHBRIDGE

Technical Committee

GUST SKORDAS

Advertisements

WILLIAM D. OVERMAN

600 Lawrence St. NE
Washington 17, D.C.
November 7, 1948

Miss Margaret C. Norton
Editor, American Archivist

1105 South Second Street
Springfield, Illinois

My dear Miss Norton,

This is to enclose
two items: (1) a review of Parents of
War which we agreed upon as
a sample of the results of our records
collecting and the HAVE YOU SEEN?

Widdox, author of
the Sluey writes that he wishes
"a few complimentary copies" when
published. How many shall I
tell him?

Glad to have seen you more than
the meeting. again at

Sincerely

Richard G. Wood

November 16, 1948

Mr. Richard J. Wood
600 Lawrence St. N E
Washington 17, D. C.

Dear Mr. Wood:

This will acknowledge the receipt of the following reviews by Litton, Thomas, Holdcamper and Radof also the review of the book Pursuits of War, likewise the Have You Seen? and the Shelf.

It is not possible for me to tell exactly how many copies we can furnish Mr. Wilcox because that depends on the pagination. I think we can promise him at least ten and perhaps more. The January number was sent to press last Monday despite the fact that the President's Address, the Secretary's report on Proceedings and the News Notes have not yet been received. I hope Karl will be more successful in enforcing his deadlines.

Sincerely,

MCN:mw

The American Archivist

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RICHARD G. WOOD

News Notes

MARY C. LETHBRIDGE

Technical Committee

GUY SORDAS

Advertisements

WILLIAM D. OVERMAN

600 LAWRENCE ST. N.E.

WASHINGTON 17, D. C.

November 20, 1948

My dear Miss Norton,

you have no doubt
noticed means' collection of Lunak
MSS. ordinarily we do not review
reports of documents but these
are 130 pages of introduction devoted
to the history of the collection. This
is enough to list in in the HAVE YOU
SEEN? but do you want to do
more?

a second letter is a
Russian book whose title in
English purports to be outline of
the History of Archival Care by I. L.
Mazubovski. This was published
in 1941 but has just reached L. C.
Shall I let this out or is it too
much current history?

Sincerely

Reynolds

Springfield, Ill.
Nov. 23, 1948

Mr. Richard G. Wood
600 Lawrence St. N.E.
Washington 17, D.C.

Dear Mr. Wood:

I think we should review both of the books suggested in your letter of November 20 - that is Mearns' Collection of Lincoln Manuscripts also the Russian book called Outline of the History of Archival Care. In getting out the Lincoln Manuscript collection volume the review, I think, should emphasize the introduction rather than the contents of the collection, except to comment on the selection and technical aspects of the treatment of the material.

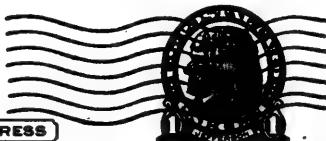
So far I have had no inspiration on the April Archivist's Book Shelf. In fact I have had no time to think about that because I have been very busy since my return from the meeting.

Sincerely,

MCN:mw



THIS SIDE OF CARD IS FOR ADDRESS



Mrs Margaret C. Norton
Editor, American Antiquist
1105 South Second St
Springfield
Illinois

my dear Mrs Norton,

11-25-1948

I will acknowledge
the copies of the Quirin memoir
which have ~~been~~ sent me.
I will set out the two
books last discussed and
will try to cogitate on the
subject for an April essay.

Sincerely yours,
Richard G. Wood

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News Notes
MARY C. LETHBRIDGE

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WILLIAM D. OVERMAN

600 Lawrence St. NE.
Washington 17, D.C.
December 6, 1949

Miss Margaret C. Norton
Editor, American Archivist
1105 South Second St.
Springfield, Illinois
My dear Miss Norton,

This is to return
the proof for the January issue.
Please note on the HAVE YOU
SEEN? that galley 12 is the
rejected one for the October
issue and the items have
been combined either with
the annual bibliography or
appear in galley 13 which is
the correct one for the January
issue.

Sincerely
Richard G. Wood

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News Notes
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Advertisements
WILLIAM D. OVERMAN

600 Lawrence St. N.E.
Washington 17, D.C.
January 2, 1949

Miss Margaret C. Norton
Editor, American Archivist
1105 Smith Second St.
Springfield, Illinois
my dear Miss Norton,

and the AAA meeting at home
come and gone and I have both
been able to think of a 'shuf'
for the April issue. Neither has Trever
or Locke. at the time we had
the genealogical one, you
advanced the idea that some
time this should be expanded.
So, 1) shall I do this at this time,
2) will you give me a subject, or
3) shall we abandon the project
because the time is so short.
I shall be sending in
some remains in about two weeks.
Sincerely
Richard G. Wood

January 5, 1949

Dr. Richard G. Wood
Reviews Editor
THE AMERICAN ARCHIVIST
600 Lawrence St. N.E.
Washington 17, D.C.

Dear Mr. Wood:

It is probably too late now to get anyone to do a Book Shelf for the April number. Like the rest of you, I have had no inspiration on the subject. We have pretty well covered the field, I think, except possibly for the history of manuscripts. I would like sometime to see a Shelf on that subject, also a bibliography of reproductions of illuminated manuscripts suitable for display purposes. Pierce Butler of the University of Chicago Library School comes to mind since he has taught courses on the subject. I presume art museums have done more with the subject than most libraries, but I may be wrong. Perhaps someone at Huntington Library might do it, though I do not remember seeing that sort of material on display there.

Sometime I should also like to see something on general reference books which would belong in an archivist's library - things like the Dictionary of National Biography, the best atlases from our point of view, etc. This it would be hard to get done right. Perhaps Mr. Smith of the National Archives might have some ideas.

I shall have plenty of material for the April number without the Shelf though of course I should like one. Things continue to pile up, so it is as well I guess that I am getting out as editor. I have certainly had little time to think about the magazine lately. Page proof ought to be coming along any day now, for January.

Sincerely,

February 15, 1949

Dr. Richard G. Wood
War Records Office
Room 8 E
National Archives

Dear Dr. Wood:

By action of the Council of the Society of American Archivists, taken on October 29, 1948, it was voted "that Karl L. Trever's term as editor extend from the July 1949 issue, and that he make other editorial appointments for the same term." By authority of this action, I take pleasure in asking you to continue as section editor in charge of book reviews and the "Archivists Bookshelf" for the term specified. I sincerely hope that you will find it possible to accept this appointment, for your quarterly contributions have played a large part in securing the favorable reception given to the American Archivist under Miss Norton's editorship.

You will note that I have followed your suggestion that you be relieved of the responsibility for the "Have You Seen Column" by getting Mr. Lester Smith to handle it. Mr. Smith has agreed to do the work involved beginning with the October 1949 issue.

Sincerely yours,

KLT jac

The American Archivist

PUBLISHED QUARTERLY BY THE SOCIETY OF AMERICAN ARCHIVISTS

MARGARET C.
NORTON

Managing Editor

Archives Department
Illinois State Library
Springfield, Illinois

Editorial Board

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Reviews of Books

RICHARD G. WOOD

News Notes

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WILLIAM D. OVERMAN

600 Lawrence St. NE
Washington 17, D.C.
February 17, 1949

Mr. Karl L. Tierney

Editor - designate
The American Archivist

National Archives
Washington 25, D.C.

My dear Mr. Tierney,

I take pleasure in
accepting my appointment as your
Assistant in charge of the review section.
I have noted that the HAVE YOU SEEN
will no longer be my responsibility after
the July 1949 issue. Please count on
my unwavering editorial support.

Sincerely
Richard G. Wood

file (Hawer)

ANNUAL REPORT OF THE REVIEWS EDITOR

The four issues under consideration are those of October 1948 and January, April and July 1949. During this period 48 reviews were published or an average of a dozen to an issue. Of these 48 reviews, 35 were written by members of SAA and 13 by non-members. In October 1943 appeared the so-called "National Archives" issue wherein all the items except one came from members of the National Archives staff. Since that time it has been my policy to redress the balance between Washington and the rest of the nation. Of the 48 reviews, 42 were written by persons not on the National Archives staff and 35 were written by persons outside of Washington, D.C. Twenty-one reviews have been of works produced outside the United States and Canada. In the selection of reviewers this department has ranged geographically as far as South Africa, Germany, Great Britain and Saskatchewan.

A word may be said about the method of recruiting reviewers. In 1944 all members received cards asking them to state the fields in which they were interested. When a new member joins the Society he is greeted by one of the reviewer's cards. This editor has found these cards most helpful but also attempts to extend this list by searching for possibilities in other learned periodicals or by soliciting names from friends and associates. Among members this editor feels no compunction about asking for assistance because he holds firmly to the theory that SAA is a cooperative venture and all can contribute a share in the enterprise. This editor would infinitely prefer a newcomer in the reviews field if he can "deliver" to a "big name" who cannot produce promptly.

It is our policy to omit the Archivist's Book Shelf in the October issue to make room for the annual bibliography, otherwise we

have managed one each issue since Miss Norton initiated this feature. It is my belief that the Shelf has been nurtured to a point where another editor could take it over. This last year has seen the Have You Seen? column transferred to another editor.

Recommendations

(1) This editor feels that it would be worthwhile if the sub-editors could meet with the Editorial Board. It is not to be expected that the sub-editors (like the delegate from Alaska) would actively participate in the meetings but a broader viewpoint toward the publication would be obtained.

(2) This editor feels that the foreign language reviews could be converted into digests under a separate editorship. If this were done, it would be a return to an earlier policy of the periodical.

(3) Outside his own immediate field, this editor hopes to see a continued trend of non-Federal subjects. It is hoped that each state can be represented. Contrary to the belief of my learned colleagues, I do not think that these can be standardized enough to serve as a basis for comparison. Some states do not have archives; yet they should have articles if for no other reason than to stress that absence. Town, city and county archives should be a continuing concern and the varied experience and "know how" of the well established should be adequately set forth for the beginners.

Respectfully submitted

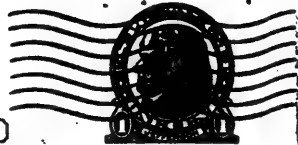
Richard G. Wood
Richard G. Wood

THE AMERICAN ARCHIVIST

EDITOR'S CORRESPONDENCE WITH NEWS NOTES EDITORS

1946-1948

(THIS FILE IS FROM THE SOCIETY OF AMERICAN
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RECORD SERIES 200/7/2 - BOX 1, FILE 12.)



THIS SIDE OF CARD IS FOR ADDRESS

Margaret C. Norton
Archivist
Archives Division
Illinois State Library
Springfield, Ill.

RECEIVED
FEB 25 1946
ILLINOIS STATE LIBRARY-A

Dear Friend:

Will you please help us compile a top notch news section for the April issue of the AMERICAN ARCHIVIST by sending news items pertaining to the archival activities of your institution and of your state to the undersigned before March 8, 1946.

Karl L. Trever
National Archives
Washington 25, D. C.

1105 South Second Street
Springfield, Illinois
March 2, 1946.

Mr. Karl L. Trever
News Notes Editor,
The American Archivist
The National Archives
Washington, D. C.

Dear Mr. Trever:

Probably no one in the Society of American Archivists talks more than I about cooperation with the Editor of the Society of American Archivists, yet I never send you news notes. The reason for that is that the past year we have been losing staff members steadily, and we have been doing well to hold our own.

A civil service examination has been called for Document Archivist and Classifier (Assistant Archivist) to take the place of Mr. Wetherbee resigned, and Field Visitor for Archives (Mr. Blood resigned), and Photographers (to put those in service on civil service for the first time). Since it will be necessary for candidates to file applications before April 1st, it would do no good to give this in the News Notes for the April issue of The American Archivist. If you know personally of anyone who would be interested for either of the positions to be filled, I would appreciate your passing on the word to them. We are particularly anxious to get the right person for the Assistant Archivist, because I shall be retiring in a few years and the Assistant Archivist should be a person who could succeed me.

Mr. S. Ambrose Wetherbee, who has been the Document Archivist and Classifier here for the last eight years has returned to the Illinois State Historical Library in an editorial capacity (I think Assistant Editor, but am not sure). Probably it would be better to hold the announcement of his resignation until we announce his successor.

I am advised that it will probably be desirable to set May 1st as the deadline for the July issue which the Council is very anxious to have me get out on time.

If you have any suggestions for ways to improve The American Archivist, please send them on.

Sincerely,

Editor-Elect
THE AMERICAN ARCHIVIST

mcn:lk

1105 South Second Street
Springfield, Illinois
May 4, 1946

Mr. Karl L. Trever
The National Archives
Washington, D. C.

Dear Mr. Trever:

There is apparently nothing which I can do about your deadline for copy. I cannot make up the review until I know how much space to allow for your news notes. The printer tells me that under present conditions I must allow him at least six or seven weeks for printing, which with a two month deadline allows me only a week for reading galley and page proof. The Banta people tell me that when conditions are normal they can usually handle it in two or three weeks. I hope, therefore, that after the next couple of issues we will be able to move up the deadline for everyone. I realize of course that your deadlines for the April and July issues have been very close together, but I do not feel badly that you did not supply a very long column this time, because I have other material which I wanted to use in this issue. I am sorry, therefore, but August 1st will have to be your deadline for the October issue. I hope by the December issue that I can do better by you.

Miss Chatfield's review is too long, and I shall have to ask her to cut it down, although I have not had time to study it carefully enough as yet to make specific suggestions. It is my feeling that our reviews should be limited to 1,000 words unless the review summarizes the contents of a publication which is limited to a very small circulation or copies of which it will be difficult for some other reason for our members to obtain, or unless the review is to be largely given over to critical comments on a controversial book. Neither of these points apply to Miss Chatfield's review. I did accept Doctor Palmit's 1700 word review of the report of the National Archives because of his vigorous plea for improved appropriations and a more sympathetic attitude towards records storage requirements. It seems to me that when we want a longer review than 1,000 words the reviews editor should indicate the same. I will write to Miss Chatfield direct when I find the time to make constructive comments upon what she has done. We certainly want a good review of this book, and we certainly want her to do it.

Your last reviews came after I had tentatively closed the columns of the July issue. However, I have still to make my final estimate of space and think I can use some or perhaps all of these reviews.

I find that Brown's Book on the Care and Cataloging of Maps was reviewed several years ago in the columns of THE AMERICAN ARCHIVIST and have added a footnote calling attention to the review.

Sincerely,

THE AMERICAN ARCHIVIST

Published Quarterly by the Society of American Archivists
University of Illinois, Sponsor

Editorial Board

CHRISTOPHER B. COLEMAN

EDNA L. JACOBSEN

KARL L. TREVER

GRACE L. NUTE

323 Lincoln Hall
University of Illinois
Urbana, Illinois

National Archives
Washington 25, D. C.

Managing Editor
THEODORE C. PEASE

Reviews of Books
RICHARD G. WOOD

News Notes
KARL L. TREVER

Miss Margaret C. Norton, Editor
The American Archivist
1105 South Second Street
Springfield, Illinois

Dear Miss Norton:

I am enclosing with this letter twelve pages, double space, news notes to meet the deadline of May 1. These notes are very short because of the small amount of time lapsing between my questionnaire for the April issue and this contribution. I shall send to you within a week two additions to my manuscript that are not yet ready: (1) news concerning the National Archives and the Franklin D. Roosevelt Library, and (2) news concerning the Navy Department Office Methods Branch.

I am wondering whether it would be possible for me to have a slightly later deadline than for other sections of your journal. I find that I am handicapped both in getting and using material if I have a deadline of two whole months before issuance of the magazine. Therefore, I should like to ask whether a schedule something like this might meet with your approval:

<u>Questionnaire sent out</u>	<u>Replies received</u>	<u>Copy to Editor</u>	<u>Date of issue</u>
November 1	November 15	December 1	January
February 1	February 15	March 1	April
May 1	May 15	June 1	July
August 1	August 15	September 1	October

In this way my news coverage would be nearly a month later, although I would still get my manuscript in to you at least one month before publication.

I want to thank you for your kind response to my five-page letter of April 16. I shall answer some of the points you have raised in your recent letters as soon as I can find time to do it. In the meantime, you may be interested in reading Carl Milam's "Statement of Principles Governing Relations Between the ALA and Commercial Organizations." You will find this I think in the last Proceedings issue of the ALA Bulletin. You might also want to get from the War Department a copy of Technical Manual 12-257 entitled Records Administration: Microfilming of Records, March 1946. This was prepared, I believe, by Major Daniel Noll, formerly on Dr. Tate's staff.

Yours sincerely,

Karl L. Trever
Karl L. Trever
News Notes Editor

THE NATIONAL ARCHIVES

WASHINGTON 25, D.C.

7 May 1946

Miss Margaret Norton, Editor
The American Archivist
Department of Archives and History
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

Enclosed please find notes concerning the National Archives, the Franklin D. Roosevelt Library and the Office Methods Branch of the Navy Department for inclusion in the News Notes for July. You will remember that this material was not available at the time my manuscript was sent to you. Please insert this material in the proper place and oblige. I did not receive anything from the Secretary pertaining to the Society's activities. I hope he has sent something to you for publication, or that you will have something to publish under that heading.

May I suggest that the Editor decide upon some one of the standard style manuals for editorial policies and thus relieve the sub-editors of the constant fear that they will be inconsistent, or in error when preparing their manuscripts. I tried to get Dr. Pease to decide this question, or else to make up a set of rules of his own for our guidance, but to no avail. If you will look back over the past issues of the Journal you will note a large number of inconsistencies in little things such as capitalization, punctuation, abbreviations, etc. The U.S. Government Style Manual, or the Chicago University Style Manual would satisfy me. Perhaps you have one of your own that you would prefer to establish.

I expect to be away from June 15th to July 15th. I may have some one else help me gather the news for the October issue.

Sincerely yours,

Karl L. Trever
Karl L. Trever, Editor
News Notes
The American Archivist

American Archivist

1106 South Second Street
Springfield, Illinois
May 8, 1946

Mr. Karl L. Trever
The National Archives
Washington, 25, D. C.

Dear Mr. Trever:

Copy for the July issue of The American Archivist went to the printer last Monday. You mentioned something about possibly having additional items for it later. If so, send them on; I think I will have room for them, and with the thought that you might send them later put the news items at the end of the number. It was necessary to send this off the first part of the week because of the embargo on express shipments effective on Thursday of this week.

The George Banta Publishing Company say that it will be too expensive for us to use the double column even for reviews and notes. That surprised me, because in any publishing I have done in the past that statement has never been made by the printer. However, Mr. Bachmann of the Banta Publishing Company is trying to help me improve the format of the journal within the limits of our budget. We may have to do this gradually, although I do hope that we will have a new cover and a little better format for headings of articles for the July number.

I wish to express my deep appreciation for the cooperative spirit which you have shown in relation to my getting out this first number. I appreciate it deeply.

Sincerely,

Editor
THE AMERICAN ARCHIVIST

mcn:lk

*American
Archivist*

1105 South Second Street
Springfield, Illinois
May 11, 1946

Mr. Karl L. Trever, Editor
News Notes
The American Archivist
The National Archives
Washington 25, D. C.

Dear Mr. Trever:

Your additional news notes have been sent to the printer, and they will appear in the July issue. As I wrote you before, I put the News Notes at the end with the intention of adding these later.

In the July number I made no attempt to work out a uniform style on anything but headings and footnotes. I am working with the printer on a few changes in format. When we get that settled I think it would be advisable to adopt a style manual, probably that of the University of Chicago. Although I do not have a copy at hand, I believe this is one which has proved well to use.

I note that you will be away on your vacation just prior to the deadline for the October issue. Do the best you can to meet the deadline.

Sincerely,

Editor
THE AMERICAN ARCHIVIST

mcn:lk

1105 South Second Street
Springfield, Illinois
May 17, 1946

Mr. Karl L. Trever
The National Archives
Washington 25, D. C.

Dear Mr. Trever:

It was only today that I had an opportunity to read your article in the March 1st issue of Library Journal; that is, the article entitled "Local Archives and the Public Library".

Just for the fun of the thing I have compiled some data on Illinois which will tell the sad story as to why your suggestion which sounds so good is not the solution for us. I have listed the counties, those which have a population over 25,000, the date they were established, the number of volumes in the public library at the county, and remarks which may suggest other avenues of approach to the problem.

In explanation I might say that there were two waves of immigration into Illinois. Aside from the French settlers who had largely left the state by 1800 the earliest settlers were chiefly from the southern states and entered Illinois via Shawneetown on the Ohio River. Because there was no timber on the prairies and the sod was so thick that their plows would not break it, the rich prairie lands of the central and northern districts of the state were not settled until after 1830. The second wave of immigrants came from the New England states and included many of foreign ancestry. This wave of immigration began with the construction of the Illinois and Michigan Canal in the late 1830's. After the prairies were opened to immigration and people realized how rich the soil was, the progressive population largely left southern Illinois. Of late years the ~~boom~~ boom has somewhat checked and reversed the stream.

However, you will notice that in most cases our earliest counties which presumably are richest in historical source material are now thinly populated and rather poverty stricken. You will notice that several of the counties, including Gallatin County one of our historically most important early counties, has no library at all. You will notice that very few of these old counties have public libraries which are of any size, while the number of volumes reported (1945) does not necessarily indicate the quality of the library. It is unlikely a library having less than 10,000 volumes is apt to have a librarian who would have wither the interest or the background to do archival work.

K. Trever
5-17-46.

-2-

I am not saying that your idea has no value. The very fact that it made me compile these statistics proves that it was a stimulating article. I thought you might be interested in getting our reaction here.

Sincerely,

mon:lk

Enc.

*American
Archivist*

June 24, 1946

Mr. Karl L. Trever
The National Archives
Washington 25, D. C.

Dear Mr. Trever:

It has been customary to publish the annual compilation of your Committee on Archival Bibliography in the October issue for each year. Is your committee preparing such copy for this year, and if so, is it to be ready for the October issue? I have plenty of material on hand for the October issue so that if it is not ready it will not make any difference. However, if it is to be published in the October issue, I would like to know that it will be and also if you can estimate about how much space I should leave for this, I would like to know that also. Last year's ran to about 20 pages.

Sincerely,

Editor

mcn:lk

The National Archives

Washington, D. C.

OFFICE OF THE ARCHIVIST

July 23, 1946

Miss Margaret C. Norton
Editor of the American Archivist
1105 South Second Street
Springfield, Illinois

Dear Miss Norton:

Your letter asking me about the publication of the annual bibliography of writings on archives and manuscripts came to my desk while I was away on vacation. I am sorry that it was not forwarded to me so that you would not have had to wait a whole month for a reply.

The committee on archival bibliography expects to have ready for publication in the October issue of the American Archivist the annual bibliography. I can not tell at the moment exactly how long the list will be this year but I would hazard the guess that it will be about the same length as the last one was, namely about 20 pages.

I will be able to make the deadline of August 1 for my News Notes copy. I will not be able to make it for the bibliography as there is a great deal of meticulous typing and proof reading to be done at this end. I have just talked with Dr. Posner and we have decided that about the best we can do for you will be August 13 or 14. This should not be too troublesome for you, however, because the manuscript ought to reach you in printable condition. Even had I been here during the month of July, I could probably have done no better.

Dr. Posner and I have also discussed the project of the consolidated bibliography long planned by the committee and have concluded that in early September we will be able to devote enough time to the project to complete it. Perhaps it can even be available for distribution by the date of our annual meeting. Keep your fingers crossed so that nothing happens to prevent this.

Your July issue has made quite a hit here. I have heard no criticisms of it thus far, in fact only praise. Your frontispiece was something of a sensation. I am curious to know whether you have received any requests for the address and telephone number of the pin-up girl.

I have not yet been able to reply to your interesting comments on my article in the Library Journal. I appreciate your interest in the subject and I expect to send you my reaction to your comments sometime soon. Thanks a lot for everything.

Sincerely,

Karl L. Trever

Karl L. Trever

July 26, 1946

Mr. Karl L. Trever
The National Archives
Washington 25, D. C.

Dear Mr. Trever:

It will be all right for you to send the copy for the annual bibliography by the middle of August. I hope to get the rest of the copy off over the weekend of August 3, but can notify the printer that your copy is to come along a little later. I am glad the project of the consolidated bibliography is also coming along well.

Thank you for your kind words about the July issue. Perhaps some of our members think the "cheesecake" was infra dig, but I could not resist the temptation. So far I have not heard from the girl concerned. I received permission from the county official involved to print any of the pictures we took in his office. She may not like printing the picture, but it does illustrate the point I was trying to make.

Sincerely,

Editor

mcn:lk

The National Archives

Washington, D. C.

OFFICE OF THE ARCHIVIST

July 30, 1946

Miss Margaret Norton
Editor of The American Archivist
1105 South Second Street
Springfield, Illinois

Dear Miss Norton:

Enclosed herewith you will find a copy for the October News Notes.
Several things should be said about them.

1. I have not had much time to screen the material that came in during my vacation for I have been acting as Librarian and Program Adviser at the same time.
2. I have included some material at considerable length rather than cut or edit it in the belief that you might be interested as editor in seeing the material as a whole. This is particularly true of the data on state legislation and the quotation from Wentz's letter to Posner (whose name I have not mentioned for obvious reasons).
3. As pointed out in an earlier letter to you, the advanced date of deadline makes it impossible for me to incorporate notes concerning the National Archives.

It will be about August 5 before these ^{NA} notes are available from Mrs. Hamer's office. I shall send them to you at that time. I see that the notes concerning the National Archives were included at the end of my section in the last issue. In this spot they appeared somewhat out of place in view of the arrangement of the section as a whole. Would it not be possible for you to save a page or two in your dummy setup, or to insert them later when you get the galleyproof in a place nearer the head of the section following News on the Society of American Archivists?

Should you have any questions please feel free to ask them. The entire job of putting the section together this time was rather difficult because I was not here to do the work gradually; it is not fun doing it all at once. I have not yet done much with the annual bibliography but still hope to get the copy to you by August 15.

Sincerely,

Karl L. Trever

Karl L. Trever

P.S. Coffar may have data on annual meeting he wants included. KLT

The National Archives
Washington 25, D. C.
July 28, 1945

Dr. Gabriel A. Bernardo
Philippine Research and Information Section
USA PAC
APO 500
San Francisco, California

My dear Dr. Bernardo:

Mr. Oliver W. Holmes, Program Adviser at the National Archives, has shown me your very interesting and informative report entitled Notes to Archival Repositories in the Philippines (As of May 30, 1945), transmitted to this institution through the courtesy of Lieutenant Milligan. Because the information contained in the report is of general interest to archivists and scholars in the United States it seems to me that some publication of the facts given therein and of others that may be known to you is desirable.

Therefore, as a member of the editorial board of the American Archivist, I suggested to the editor of that journal, Dr. Theodore C. Pease, that I be authorized to approach you on the possibility of securing from you an article or report dealing with the general topic of Philippine archives and the war. Since Dr. Pease has replied that "we should be very glad indeed to have an article on the subject," may I have the honor of transmitting his invitation to you?

The next issues of our journal will be published in October and January. Contributions are usually in the hands of the editor on the first of the month prior to publication. Authors receive no compensation for their contributions.

I sincerely hope that I may have a favorable reply at your convenience.

Sincerely yours,

Karl L. Trever, Member
Editorial Board
The American Archivist

Arch

The National Archives
Washington 25, D. C.
July 5, 1945

Dr. Theodore C. Pease
Managing Editor
The American Archivist
323 Lincoln Hall
Urbana, Illinois

Dear Dr. Pease:

From official sources available in the office with which I am connected, it appears that Dr. Gabriel A. Bernardo, librarian of the University of the Philippines, Manila, and at present an employee of the Research and Information Section of General McArthur's staff, has unusually reliable information on the fate of Philippine archives and manuscripts during the Pacific War. It seems probable that, if properly approached, Dr. Bernardo could be gotten to write a short factual article for the American Archivist on that subject. His address is:

Philippine Research and Information Section
USA PAC
APO 500
San Francisco, Calif.

If, for reasons of editorial policy, you do not care to write such a letter, I will be glad to write to him, stating that I have reason to believe that such an article will be welcomed by the editor. I am sending a copy of this letter to the chairman of the Committee on Research, Dr. Carl Lokke.

Sincerely yours,

Karl L. Trever
Karl L. Trever

August 4, 1945

Dr. Karl L. Trever
The National Archives
Washington 25, D. C.

Dear Dr. Trever:

Thank you very much for your letter of July 30 enclosing a copy of your letter to Dr. Bernardo. I sincerely hope that it bears fruit.

As far as articles by Child and McCain are concerned, we should be happy to get them; indeed, I should personally be very grateful if you would approach them yourself. I should be very grateful also for the chance at Holmes' article.

My sentiments toward anyone who is willing to help with the ARCHIVIST, especially in the pursuit of articles for it is always of very profound gratitude. Naturally, I am a little handicapped in soliciting because any solicitation on my part creates a definite presumption that the article will be published no matter what. If someone else is willing to do the asking, the situation is much easier. Of course, in the case of the articles you suggest there is no likelihood they will not be usable.

Sincerely yours,

Theodore C. Pease

top/nmb

Am. Archivist

August 5, 1946

Mr. Karl L. Trever, Editor
News Notes
The American Archivist
The National Archives
Washington 25, D. C.

Dear Mr. Trever:

Thank you very much for getting the News Notes to me. They are exceptionally interesting this time. They came just in time for me to include them in printer's copy which is going off this morning. I omitted the section on the changes in record laws because I wanted to do a little editorial work on the Illinois section. I decided not to make any cuts in the material you sent because it was all interesting, but merely made a few editorial changes necessary to put it in proper format.

Since we are now getting out our numbers approximately on time and since we feature the bibliography in the October issue, I think we might start featuring the legislative material in the January issue. That will still be time for states to plan their legislative program for the current year.

I am hoping that we can perhaps move up the deadline for News Notes before long. Certainly we will have to move it up for the January issue because the meeting of the Society will be held so late in October. The printer says he simply cannot get the magazine out in less than two months under present conditions, but when things settle down can make much better time and then we can have a later deadline.

I had a note from Lester's secretary saying that he will not be back from his vacation until after the middle of August. Can you get me any information from the Washington angle to include about the meeting; that is, the exact dates and at least the name of the hotel. I am already beginning to get inquiries from members as to when and where we will meet and I think I should put something in, and I think I should put something in that is authoritative. Your local committee can probably give us the item.

Karl Trever

-2-

W., DC.

8-5-46.

I greatly appreciate the effort you made to meet my deadline and realize how much of a burden it put upon you when you already had extra work in your regular work. I am overwhelmed with gratitude at the cooperative spirit of my subeditors and hope that you realize I appreciate the fine work you are doing.

Sincerely,

Editor

mcn:lk

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Managing Editor
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Reviews of Books
RICHARD G. WOOD

News Notes
KARL L. TREVER

The National Archives
Washington 25, D. C.

August 12, 1946

Miss Margaret C. Norton, Editor
American Archivist
1105 South 2nd Street
Springfield, Illinois

Dear Miss Norton:

I enclose herewith a copy of "Notes Concerning the National Archives," which should have reached you on August 5. The delay results from the failure of our Information and Publications Office to get the material to me earlier. I prefer that the first two pages be entered under the heading "The National Archives" rather than under the heading "Notes Concerning the National Archives," as the former fits better into my scheme of things. As for the section on personnel notes, page 3, you may wish to insert that under my heading of "Personnel" at the end of my manuscript.

There are a few typographical errors in the manuscript I sent to you, which you probably have caught by now. However, to make sure, may I list them below, so that if they have not been caught up changes can be made in galley proof?

- p. 5, l. 4: should read "Michigan Library Science Section." ✓✓
- p. 19, l. 5: should read "upon returning from a furlough."
- p. 20, l. 13: should read "Information and Education Section." ✓
- p. 20, l. 17: should read "no central archives or archival administration in Japan." ✓
- p. 21, l. 24: should read "private library of Adolph Hitler." ✓
- p. 22, l. 20: should read "Asuntos Politicos." ✓
- p. 22, l. 25: should read "in the field of Cuban-American history." ✓
- p. 36, l. 16: should read "the library of the Society." ✓

I am expecting Mr. Angel to call within the hour and will try to get information on the annual meeting from him. If I do, I will include it on a separate sheet.

Sincerely yours,

Karl L. Trever

Karl L. Trever

enclosure

August 6, 1948

Mr. Gust Skordas
Chairman of the Technical Committee
Society of the American Archivist
Maryland Hall of Records
Annapolis, Maryland

Dear Mr. Skordas:

I am glad to know that you are now a member of the editorial staff of the American Archivist and I shall do everything I can to assist your department in getting the sort of material you want. I am enclosing four items which came to me in connection with my News Notes work for the October issue. I should have sent the items to you sooner, but just didn't get around to it.

I shall try to eliminate from my section of the magazine newspertaining to technical matters in the field of microfilm, repair and preservation of records and the like, and will send to you as I receive them, notes in that field. In addition to Eugene Power whose letter I enclose, you may be interested in keeping contact with Mr. Wilfred Knighton, secretary of the National Microfilm Association, 305 Lexington Avenue, New York 16. I had a good deal of correspondence with his predecessor, Franklin M. Morgan, who is now with the New York Microstat Corporation. The National Microfilm Association puts out a number of bulletins that may be of interest to you.

There are a couple of items you may want to follow up. I have learned by via the grapevine that the Library of Congress is about to install the laminating process; perhaps you can get a story out of this but don't let anybody know that I told you. Again, some months ago, Mrs. Adelaide Minogue, formerly chief of the Cleaning and Rehabilitation section of the National Archives, was recommended to consult with the Arlington County Courthouse officials on the rehabilitation and preservation of the County records. Perhaps Mrs. Minogue has done some work on this and could tell you the story. Her address is 704 South Overlook Drive, Alexandria, Virginia. Further, you will be interested in a news item which I have mentioned but did not discuss in the October News Notes. A disastrous fire occurred in the Cattaraugus County Courthouse in New York State recently. Many records were destroyed and others damaged by fire, water and mildew. I believe you could get a good account of how the damaged records were cared for if you wrote to Albert J. Corey, the State Historian, at least he could direct you to the person most familiar with

- 2 -

the situation. Once in a while publications of interest come to my attention that may be of interest to you and I will note them for you for what they are worth. You might take a look at Constant Lodge's article entitled Acquisition of Microfilm: Commercial and Institutional Sources, in the July 1946 issue, College and Research Libraries, page 226. The same issue contains an article on microfilm and cataloguing by Robert F. Teare. Hereafter I shall simply make bibliographical slips for items such as these.

Sincerely yours,

Karl L. Trever,
Acting Program Adviser

KLT:ahm

August 15, 1946

Mr. Karl L. Trever
The National Archives
Washington 25, D.C.

Dear Mr. Trever:

The News Notes you sent have been forwarded to the printer. I assume that it will be all right to add copy up to the time I receive galley copy. I suppose that is being held up awaiting the bibliography article. I told the printer to go ahead however and get the rest of the magazine out of the way before he gets that.

The corrections for your manuscript will be made in the proof.

Everyone writing in about the American Archivist has commented upon the improved format. Since it was you who suggested the one we are now using, I want you to puff out our chest and say, "That was my idea." Did I write you that Public Administration Review is not only published by our printer but the lay-out was designed by the service man there who has our magazine and he was pleased as Punch when I wrote him that one of the members of our editorial board had made a survey of similar journals and recommended that as the best typographically. That probably did Mr. Bachmann no harm with his boss.

I am running your news note about the meeting because it may get out before the Secretary's announcement, and at any rate will be useful for reference in later years. At least I often have occasion to look up such data in similar periodicals.

My stenographer who has been typing my letters for us has resigned so I am moving my files back home and will do my own work. I hope I never have to earn my living as a typist. I used to take in typing when I was a graduate student, but that was many many years ago.

Sincerely,

EDITOR

THE AMERICAN ARCHIVIST

Published Quarterly by the Society of American Archivists
University of Illinois, Sponsor

323 Lincoln Hall
University of Illinois
Urbana, Illinois

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Managing Editor
THEODORE C. PEASE

Reviews of Books
RICHARD G. WOOD

News Notes
KARL L. TREVER

The National Archives
Washington 25, D. C.
August 15, 1946

Miss Margaret C. Norton, Editor
The American Archivist
1105 South 2nd Street
Springfield, Illinois

Dear Miss Norton:

In spite of the fact that Miss Christopher and I have worked every spare moment to get the annual Writings to you today we have been unable to get the job done. We are working again tonight, but the girl who does the typing can't begin until either Friday night or Saturday morning. I hope that we will be able to mail the manuscript Monday night or Tuesday morning at the latest.

I hate these delays but I guess they cannot be helped.

Sincerely yours,

Karl L. Trever
Karl L. Trever

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The National Archives
Washington 25, D. C.

Managing Editor
THEODORE C. PEASE

Reviews of Books
- RICHARD G. WOOD

News Notes
KARL L. TREVER

August 28, 1946

Miss Margaret C. Norton,
Editor, The American Archivist
1105 South 2nd Street
Springfield, Illinois

Dear Miss Norton:

Herewith is the manuscript for this year's Writings on Archives and Manuscripts. I regret the delay in getting it to you, but everything seemed to conspire against me. I hope I have not made it impossible for you to meet your deadline on publication. If it would help you any, I would be willing to read proof on the thing when the time comes.

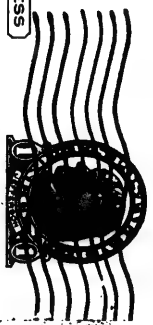
I leave the matter of type and so forth to you, but I should like to suggest if I may that for this year at least we use the form and type for previous issues. I suggest this because Dr. Posner and I expect to get out the consolidated select bibliography this fall.

Sincerely yours,

Karl L. Trever

Karl L. Trever

THIS SIDE OF CARD IS FOR ADDRESS



Miss Margaret C. Norton
Editor, American Archivist
1105 S. Second Street
Springfield, Illinois

Dear Miss Norton:

Cappon writes to ask if you can ^{add} ~~enter~~ in page 1
or gallery proof the names ~~of~~ ^{of} two committee members he did
not send me before: Add John Clement to the membership
of the Local Records Committee and Mary T. Quinn to the
membership Committee.

Sincerely yours,

Karl T. Trues

September 1, 1946

Mr. Karl L. Trever
News Editor
The American Archivist
The National Archives
Washington 25, D.C.

Dear Mr. Trever:

Copy ~~for~~ the bibliography and galley proof arrived just one hour apart. I rushed the bibliography to the printer and hope the late arrival of your section won't hold up publication measureably. They will probably get galley proof to me before the page proof is ready. I notice you had queried several items, evidently as you read it over before sending it to me. Do you want to send corrections to be made in galley proof? I think the most satisfactory thing would be for you to read proof. I think I will ask the printer to send galley proof to both of us at the same time, then you can send yours back to me to combine corrections. That ought not to take much extra time, but would, I believe, make for more accuracy.

I have instructed the printer to use the same format as in previous issues. I don't like to combine two type faces in one issue, but doubt if it will be too noticeable.

How many reprints, if any, are you going to want for this? This time, instead of having reprints made for the other articles I am going to cut up issues and have a form cover devised which can be used for all - i.e., "From The American Archivist, Vol. ---, No. ---; --- - 194-". This can be filled out by stamp or hand. What do you think of the idea.

One other matter that I would like to have discussed at our editorial meeting is how much editing it is proper for me to do on your copy. For instance, I inserted a sentence about the election of Herbert Kellar as president of the Mississippi Valley Historical Association. Solon thinks we should not have any personal notices except about jobs. I think most of us like to know about what is happening to our friends. I would not go so far as to insert a notice of a divorce, as one of my friends did in Library Journal. I think we should discuss this matter of policy in more detail.

Sincerely,

EDITOR

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KARL L. TREVER

GRACE L. NUTE

323 Lincoln Hall
University of Illinois
Urbana, Illinois

The National Archives
Washington 25, D. C.
Sept. 13, 1946

Managing Editor
THEODORE C. PEASE

Reviews of Books
RICHARD G. WOOD

News Notes
KARL L. TREVER

Miss Margaret C. Norton
Editor, American Archivist
1105 South 2nd Street
Springfield, Illinois

Dear Miss Norton:

After reading your letter of August 5 relative to editorial policy on the publication of foreign language articles in The American Archivist, I decided to secure for you a cross section of opinion on the matter at the National Archives. Enclosed please find several endorsement sheets indicating the views of the people listed on the routing slip. I hope it will be of use to you when our Editorial Board meets.

My own personal opinion on the matter is most like the one signed by CLL (Carl L. Lokke). I am somewhat impressed, however, with the remarks of HRF (Herman R. Friis).

I have run into a snag with Dr. Posner on the ^{publication} contribution of the consolidated bibliography. I had hoped to have started working with him the first week in September. It now appears that he will not be free to work with me until close to the end of the month. I have not lost hope, however, in our intention to get the thing out this year.

Sincerely yours,

Karl L. Trever
Karl L. Trever

enclosures

P.D. Galley proof came today. It will be sent off to you tonight air mail special delivery.

KLT

September 15, 1946

Mr. Karl L. Trever
News Notes Editor
The American Archivist
The National Archives
Washington 25, D.C.

Dear Mr. Trever:

Thank you very much for the pains you took to get opinions from people at the National Archives on the subject of publishing articles in foreign languages. All the editorial board and practically all those whom you consulted evidently agree that as a policy we should publish in English only. As one of the men suggested, the matter is somewhat academic in this particular instance, because Grace Nute has offered to do the translation of the Trois Rivières article. As she points out, an article with a message important enough to go into our periodical is important enough to require that all our members be able to understand it, and that quite likely those who can read the foreign language may neglect to do so. I shall not consider myself bound never to print anything in a foreign tongue, but except under unusual circumstances I shall not do so. I do not know how to thank you for the extremely cooperative spirit with which you have been pursuing your editorial duties.

So far I have not received the galley proof on the bibliography from you. I instructed the printer to send one copy to you and one to me so that we would not only have a double check but to save time in checking it to send back to him. He evidently misunderstood my directions and I was beginning to wonder what was holding up matters. I will get it back to the printer immediately, and do not believe it will delay getting out the number by more than a few days.

The fact that you requested that this be printed in the old style face makes me wonder if you want the printer to hold the forms until the consolidated bibliography is ready for the printer, and if so, whether he has held earlier numbers the same way.

I am still debating about asking permission to reprint the Proposal for the Establishment of a United Nations Archives. Personally I think it a very practical and pertinent suggestion. Some of our readers may raise it point that in a sense it is propaganda and that therefore we should not print it. In general I think it will not be necessary to reprint anything already issued by the National Archives,

but this is something else again. I think maybe I'd better submit this to the editorial board also at the Washington meeting. I shall not be assembling the January issue until after that anyhow, and I assume that permission to print could be secured without much delay if I decide to publish the article.

Sincerely,

EDITOR

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GRACE L. NUTE

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University of Illinois
Urbana, Illinois

The National Archives
Washington 25, D. C.

Managing Editor
THEODORE C. PEASE

Reviews of Books
RICHARD G. WOOD

News Notes
KARL L. TREVER

October 4, 1946

Miss Margaret C. Norton, Editor
American Archivist
1105 South 2nd Street
Springfield, Illinois

Dear Miss Norton:

As you may know already, I have been asked to discuss the organization and status of archival training in the United States at the October meeting of the Society of American Archivists. My attempt to discuss the same subject at the ALA session of the Archives and Libraries Committee last June was unsatisfactory, from my point of view, because there was complete misunderstanding of purpose between members of the panel and the chairman. Now that we have had several years of experience with at least one or two training programs, I feel that we ought to review what has been done, appraise the results achieved, and consider the needs of the future.

No doubt you have formed definite opinions as to where present training programs have met or have failed to meet the needs of the times and what might be done to improve them in the future. If you can find the time, would you be willing to give me the benefit of your thinking on the subject at your earliest convenience? I am addressing a similar query to Messrs. Radoff, de Valinger, Eddy, Crittenden, Duniway, McCain, Van Schreeven, and Peckham. Your reply will be treated as anonymous if you so desire.

Yours sincerely,

Karl L. Trever

Karl L. Trever

November 17, 1946

Mr. Karl M. Traver
News Notes Editor
The American Archivist
The National Archives
Washington, D.C. (25)

Dear Mr. Traver:

One of the topics which we left hanging fire was the ten year index to The American Archivist. I believe you said you had in mind doing some work on this yourself, but that you thought that probably the Council would not want a particularly detailed index - i.e., to news notes, for instance. Actually, all members of the Council said they needed an index to news notes more than to any other part of the magazine. Personally I think this ten year index should be published as a supplement to the October 1947 number. I say as a supplement, because I suspect a number of copies might be sold to others than those now on the subscription list. Will you be able to prepare such an index, and if not, have you any suggestions as to whom we might get.

I believe it was you who suggested that perhaps one of the girls from Texas (that friend of Mrs. Gambrell's - I know her but don't know her name) might help with soliciting of advertising. That was another matter which was left hanging fire. Don't you think we should start something along that line and if so, what? I believe we could get advertising if we set quite moderate rates. I'd rather have a regular advertising clientele than a constantly shifting one, and I believe moderate rates the answer to that. Have you any idea whom we can get to advise us on these matters?

Sincerely,

EDITOR

December 5, 1946

Mr. Karl L. Trever
News Editor
The American Archivist
The National Archives
Washington, D.C.

Dear Mr. Trever:

The News Notes arrived just in time to get sent off with the rest of the manuscript - that is, it came just as I was sending it off and I held off until I could mark it for the printer.

I did not include the section of State Legislation Pertaining to Public Records because I understood you to say you were going to check again with the U.C. Legislative Bureau to ~~add~~ anything new since you got this from them several months ago. I think this should be an annual feature of the American Archivist, though frankly I do not think these notes particularly good.

Are you going to be able to do the ten year index of The American Archivist, or to get someone else to do it for us? As I guess I told you, the Council does want a full index including the News Notes. This would probably have to be printed as a supplement to the October or next January issue.

What has happened to the combined bibliography or whatever you call it? I asked Lester Cappon about how this was to be published, and he said it would be turned over to the Editorial Board and presumably published by Banta; that a special appropriation would have to be made when the time came. Definitely, I would say all proof reading should be done by the compilers, however.

The news that Phil Brooks has entered John Hopkins is most distressing. He is such a grand person and has such a nice little family; it is a shame that he has been plagued with ill health for so long. I am quite worried about him. Please keep me posted.

Sincerely,

MANAGING EDITOR

By the way, Mr. Bahmer did not send me your paper on archival training. Don't you think we ought to publish that?

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323 Lincoln Hall
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Urbana, Illinois

The National Archives
Washington 25, D. C.

Managing Editor
THEODORE C. PEASE

Reviews of Books
RICHARD G. WOOD

News Notes
KARL L. TREVER

December 5, 1946

Miss Margaret C. Norton
Archivist
Archives Division
State Library
Springfield, Illinois

Dear Miss Norton:

I am enclosing comments on the Manual for Local Recording Officers that were solicited by me from Neil Franklin, Arthur Kimberly, Guy Lee, Josephine Cobb, and Thornton Mitchell. I am disappointed in the usefulness of these comments for your purpose, but they may help you some nevertheless.

Since you ask for my comments and recommendation, I suppose I must stick my neck out. By way of comment: As it stands I don't think the Manual is worth much. It would require complete rewriting to meet any standard I hold for such a reference work. The Committee has done no independent research, has not even attempted to write anything of its own. Rather it has lifted out of context, without regard for general applicability, balance, emphasis, or style a number of discussions (on a limited number of topics) that happened to be of interest to or available to the committee. If the committee wants to produce a source book of readings on local records problems, that can be done of course, but only by a much wider and more careful selection of materials. Indeed, a complete collection of your articles on archives administration in Illinois Libraries would be more nearly a suitable manual than this document. Although it is now out-of-date, I feel that the old AHA Public Archives Commission publication entitled Preservation of Local Archives: A Guide for Public Officials (1932) is still more of a manual than is the document in hand. /Perhaps it might be a good idea to expand, revise, and bring up-to-date this Guide instead of trying to develop an entirely new manual. / By way of recommendation: I recommend that the Board ask the Council to return the Manual to the Committee for further study and revision, suggesting, at the same time, that the Committee distribute copies of the draft manual to several state archivists and, through them, to several local recording officers with a view to securing for the Committee the benefit of their suggestions and constructive criticisms.

Sincerely yours,

Karl L. Trever
Karl L. Trever, Member,
Editorial Board American Archivist

ENDORSEMENT SHEET

Transaction: Manual for Local Recording Officers

FROM	TO	DATE AND ENDORSEMENT
KLTrever	GR CR CO PH AO	<p>Nov. 12, 1946. The attached volume was submitted to the SAA Council in lieu of a report by the Committee on Local Records. The Council referred it to the Editorial Board for comment and that Board is considering currently what should be done with the item.</p> <p>Examination indicates that the manual consists of a series of previously published and some unpublished articles on subjects given as chapter headings, these being held together only by the title "Manual for Local Recording Officers." In actual fact the manual contains little more than excerpts from selected articles, not always the best, at that, on the subjects concerned. Apparently no attempt was made by the compilers to give the material general applicability. Furthermore, in matters of repair and preservation of records oftentimes only one methods or one concern is mentioned. I reacted rather unfavorably against the manual as it now stands. Perhaps I am prejudiced, and I would appreciate any comments you care to make at your convenience. I should like to reply to the Editor within the next ten days, so please do not hold this unduly long.</p> <p style="text-align: right;">KLT</p>
GR	AP (Trever)	<p>November 14, 1946. I have scanned the above cited volume. Although I have never been a local recording officer, my opinion is that such an official would be considerably confused by reading this manual in its present form. Its chief shortcoming in my estimation has been touched upon in the preceding endorsement, namely, its lack</p>

CONTINUATION:

of continuity. There are overlappings of information and each section appears to have been written with no regard for other phases of the subject treated elsewhere in the manual.

The members of the Committee on Local Records have doubtless spent considerable time and energy in turning out this production, and care should be exercised not to discourage them from undertaking a needed revision of this work. Such revision should seek to bring each part into proper relationship to the whole. The average local records official, if such there be, should be the person whose attention the manual is inviting rather than local records officials in Connecticut, Illinois and New York.

W. W. Franklin

INSTRUCTIONS WITH RESPECT TO FURTHER CONTINUATION. - If a series of endorsements or comments requires more space than that provided by the front and back of a single endorsement sheet, it should be continued on one or more consecutively numbered additional sheets. All the sheets constituting such a single series should be stapled together as a single document with sheet 1 on the top. Endorsements written after a document of a different type is added to the dossier should constitute a new series.

Do not write in
this space

ENDORSEMENT SHEET

Transaction:

FROM	TO	DATE AND ENDORSEMENT
CR	AP (Trever)	<p>14 November 1946. I would not favor the distribution of the above cited volume because of the disorganized nature of the presentation and because of the controversial and commercial nature of much of of the material bearing upon preservation.</p> <p>As an example of my first objection - the chapter on papers and inks discusses tests and test results at considerable length but fails to suggest possible specifications for such materials. No data on specifications now in use are given.</p> <p>With regard to preservation; most of the material presented was supplied by commercial operators in the field, who, are, naturally enough, interested in expounding their own particular process. This is most evident in the discussion of acid - neutralization where Mr. Barrow's views are presented as representing the consensus of opinion.</p> <p>I think that there is a need for a manual such as the one examined but do not think the present exaple ^{man} is the answer.</p> <p>GSK.</p> <p>11-18-46 The criticisms given in previous endorsements appear to be valid. The manual does, however, provide a great amount of information that should be useful to the novice, and, as Mr. Franklin suggests,</p>

CONTINUATION:

The Committee should be encouraged to revise it.

G.A. Lee

PH AP
My turn

11/25/46 Discussion of photographic duplication ^(p51-2) and microphotography (p.606) is so brief as to be of no help at all. If there is a need for a manual like this, however, the obvious warnings against thoughtless microfilming as a space-saving project, are brought out. Legality of copies is also discussed. Presumably, there is a need for a manual so superficial, and as such, the statements on photographic duplication appear to be sound.

J Cobb

HO
City

AP
(turn)

NOV 26 1946. I note you want this back as rapidly as possible, so I haven't looked it over too carefully. I didn't get much further than the instructions to County officials & recording officers to send records for which they do not have adequate housing to the Archives Department of the Illinois State Library. There is need for a manual of this type, but this one certainly

INSTRUCTIONS WITH RESPECT TO FURTHER CONTINUATION. - If a series of endorsements or comments requires more space than that provided by the front and back of a single endorsement sheet, it should be continued on one or more consecutively numbered additional sheets. All the sheets constituting such a single series should be stapled together as a single document with sheet 1 on the top. Endorsements written after a document of a different type is added to the dossier should constitute a new series.

Transaction:

[illegible]

December 10, 1946

Mr. Karl L. Trever
Editorial Board
The American Archivist
The National Archives
Washington 25, D.C.

Dear Mr. Trever:

It was most kind of you to get the opinions of members at the National Archives on the matter of the Manual for Local Recording Officers submitted by Mr. Burt's committee. So far I have heard from all members of the Editorial Board except Miss Nute. We are all agreed that this Manual cannot be accepted for publication without very considerable revision, not to say, complete rewriting. I will draft a statement to submit to the Editorial Board for approval as soon as I hear from Miss Nute.

As you may know, President Buck, following my informal suggestion, is appointing a new Committee on Local Records, which, I understand, Miss Kelly of Alabama is invited to head. As soon as the Editorial Board reports to the Council recommending further work on the Manual, this new committee will be instructed to prepare a complete revision of this proposed manual.

There is one other topic which needs further discussion and perhaps action. That is the matter as to whether the Board will seek advertising for The American Archivist, and if so, what procedure we should take in soliciting such advertising. Probably the Editorial Board should lay down a general policy as to the nature of copy acceptable, take council about proposed rates; but I do not think the burden of soliciting this new source of income should fall upon any of the Board nor upon the Managing Editor. I think a special committee should be set up to consider this whole matter for us. What do you think we should do about this?

Sincerely,

MANAGING EDITOR

December 19, 1946

Mr. Karl L. Trever
The National Archives
Washington 25, D.C.

Dear Mr. Trever:

Thank you for the copy of your paper on "The Organization and Status of Archival Training in the United States." I do plan to print it, but I have no idea when. Believe it or not, the editor has enough papers ahead for once so that she can balance length and subjects. There are some topics that I am still having to scumble to get written up, but if all the people who have promised come across, even that will be taken care of. So far I have not begun to work on the April issue - haven't galley proof yet on the January issue, which I am afraid is going to be very late.

Deadline for the April issue will still be February one, even if it does mean I will be working on two issues at once. This deadline may cut down on your column a bit, but you always manage to fill it. Are you giving us the story on the proposed trainload of historical documents which the Attorney General wants to drag around the country for the edification of all and sundry? I have read this story twice in the past few days. Somehow I cannot quite see archivists going along wholeheartedly with the suggestion. There are still train wrecks, not to say, wear and tear on the originals. Neither do I believe a communist would be converted by the sight of the bill of rights or the emancipation proclamation.

Sincerely,

MANAGING EDITOR

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National Archives
Washington 25, D. C.

Managing Editor
THEODORE C. PEASE

Reviews of Books
RICHARD G. WOOD

News Notes
KARL L. TREVER

December 23, 1946

Miss Margaret C. Norton
Editor, The American Archivist
1105 South 2nd Street
Springfield, Ill.

Dear Miss Norton:

Thank you for your letter of the 19th informing me of the safe arrival of my manuscript. I am glad to hear that what Dr. Pease used to call his "ditty bag" is in a flourishing condition. It must be a real pleasure to know that you have more publishable material than you can use for once.

I shall make the February 1 deadline all right, and will take steps to check up on that L. C. state legislation material. I forgot all about it last time. I'm sorry that LC doesn't do a better job of abstracting, but they are the only source from which the data can be gotten without someone doing a huge research job. I am grateful for even as much as they give us. I think current legislation notes might be an annual feature of the American Archivist, but don't know which issue would be best. Both the October and January issues are usually pretty big-how about the July issue?

Now for the questions raised in your recent letters:

1. Advertising--I agree we ought to have a committee. The person I spoke to you about was Miss Dorothy Estes at the San Jacinto Museum in Houston. I understand she handles the publicity there and the Museum made \$50,000 last year. She offered to help with advertising, but I don't know whether she meant it or not. I know very little about her except that she seemed very bright and a clever girl. Perhaps she could get a couple of other members to study the advertising policies of several of the national library and historical journals, draw up a report to you, and then draw up our own policy and get to work soliciting. I am sure we can make some money on the plan. One person should serve as advertising manager.

2. The combined or consolidated bibliography--Failure to get this out long ago is due to Posner and myself being unable to find time to get together and work on it. Spadework has been done, and the slips from former bibliographies are all ready. Selection from these and other matters of that sort remain to be done. Once the bibliography committee settles a policy matter or two for us, all Posner and I need is time. We want to finish the job this year. We anticipate that it will be issued as a separate, published by Banta, given free to members, and sold to non-members.

THE AMERICAN ARCHIVIST

Published Quarterly by the Society of American Archivists
University of Illinois, Sponsor

Editorial Board

CHRISTOPHER B. COLEMAN

EDNA L. JACOBSEN

KARL L. TREVER

GRACE L. NUTE

323 Lincoln Hall
University of Illinois
Urbana, Illinois

- 2 -

Managing Editor
THEODORE C. PEASE

Reviews of Books
RICHARD G. WOOD

News Notes
KARL L. TREVER

There will have to be a special appropriation for its publication, of course, but it was always understood that the money would be granted when we needed it.

3. The 10-year index--I think we should have one and a good one, too, but I simply cannot undertake the job myself--I am already carrying more work for the SAA than I can do properly now. I tried to get Lester Smith, our librarian to do it, but new responsibilities have made him refuse entirely. It has been suggested that Illinois University Library School, which doubtless has courses in indexing and abstracting, might be willing to assign the job to a couple of its better students as a class project. We could determine the subject headings we wanted and review their work after they completed a couple of volumes--say three-- and then they could go on from there. If you can't get Illinois to agree, I will try Catholic University, where they have had such courses in the past. I'd prefer to try Illinois first, however. You, Mr. Smith, Dorothy Martin (at NA Library) and myself could act as an informal committee to set up and review the work if student help can be secured. Sorry I can't do the job for you myself.

Well, I guess this winds up most of the matters you wanted me to comment on. You ought to be very pleased with the way things are going for you and the American Archivist--everyone thinks you are doing a fine job. By the way, Roscoe Hill is retiring on Dec. 27, and he has just had printed in the Journal of Mississippi History an amusing, yet quite good poem on "The Archivist" which is a free verse discussion of the terminology used by the archivist. Pease turned it down once, two years ago, because he and Hill weren't getting too well. If you want me to, I can get a copy and send it to you for your examination. It would take up at least a page.

Best wishes for the holiday season and a successful new year in every respect.

Sincerely yours,

Karl L. Trever

Karl L. Trever

P.S. - Phil Brooks came back to work this morning. Talked with him and he sounds fine.

January 8, 1947

Mr. Karl L. Trever
Editorial Board
The American Archivist
The National Archives
Washington, D.C.

Dear Mr. Trever:

The last two or three week I have been too tired at night to do much with The American Archivist. It is with horror, therefore, that I note that your last letter to me, still unanswered, is dated December 23.

I have discussed your suggestions about the ten year index - that is, farming out to the University of Illinois Library School, with several people here who have been working with a consolidated index to Illinois Libraries. They all say, don't. These are the statements made: such an index must be a one-man job or you will get so many inconsistencies that the index will be useless. The index must be done by a professional archivist who knows enough about his technique to know what should be brought out and what should not be. The trouble is that we need a first rate archivist to do the job, and those who could do it are too busy to undertake it.

Lucille Kellar (Mrs. Herbert) wrote a fine manual on indexing agricultural journals for a NEA project some years ago. She knew pretty specifically what she wanted brought out. Perhaps if someone had time to work out a similar manual we could turn the work over to students, but I doubt it. I haven't had a chance to discuss this matter with any of the University of Illinois people, but if they would not help out the State Library with Illinois Libraries I don't believe they would undertake this.

Couldn't some of the indexing be assigned as term paper work for Dr. Pomeroy's class? I cannot imagine anything that would be better for a student than to have to read all the numbers as thoroughly as would be necessary for index purposes. I don't blame you at all for feeling you cannot give the time to it. I confess I was a little surprised, though heartened by your hint that you might do something for your own use.

It seems to me that our most likely way of getting this done would be to find someone retired who would like to play with it. But who? Hill wouldn't have the patience, Lindley is busy elsewhere. Paltsits could do it if he were not too much occupied by other research - I don't know if he is. I

think we may have to let the matter simmer for a while, unless you think there would be a real chance for Catholic University to help us out. You might try them anyhow.

I think it would be lots of fun to print Roscoe Hill's poem. I wish he had sent it to me. I haven't seen it, but knowing how Dr. Hill feels about archival terminology I suspect it is clever. Professor Pease was so terribly afraid the American Archivist wouldn't be a learned journal, and I am afraid it is too stogy. I saw a cartoon recently which I intended to clip and send to Carl Lokke and you, but now I cannot find it. It showed the "sloppy Joe" college editorial board, one of whom was saying in all seriousness, "Now what we want is a good combination of the Yale Review and the New Yorker." That hits me, I guess.

Miss Estes was the one I thought you meant on the subject of advertising, only I could not think of her name. Two things occur to me there. First, does a person living so far away as Texas have the contacts which would get us the kind of advertising we want. Second, what kind of advertising do we want, anyhow? That is something for the editorial board to discuss before we appoint a committee to solicit it.

I must get my wits about me and get together some questions for the Board to discuss. I am doing some proof-reading these days that tires out my eyes. I hope I'll feel more like working on The American Archivist when I get that out of the way.

Meantime, I appreciate all your thoughts upon these subjects.

Sincerely,

MANAGING EDITOR

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Managing Editor
THEODORE C. PEASE

Reviews of Books
RICHARD G. WOOD

News Notes
KARL L. TREVER

January 10, 1947

Miss Margaret C. Norton, Editor
The American Archivist
State Library
Springfield, Illinois

Dear Miss Norton:

I have just discovered that the girl who was to have sent out our cards requesting news on archival matters did not send the cards out before she went on her vacation. Now, it seems she is to have an operation Saturday and will not be back for three weeks. It becomes necessary, therefore, for me to scurry around and find someone else willing to take the time to type the addresses on the cards. I had intended giving our clients two weeks in which to reply. That would have given me two weeks to prepare the notes. I cannot do that now, but I will do my best to get the manuscript in to you by the first of February.

I am enclosing with this letter a copy of a paper read by Vernon D. Tate at the AHA meeting. I have read it carefully and although it is not as well written as it might be, it is a very interesting and useful survey. I suggest that if possible you accept it for publication. There is one hitch, however. Tate feels that if it is not published in the July or October issue it will be so out of date as to not warrant publication. If you cannot publish it by that time, please return it to me. He is also publishing it in England. Since we have no Journal of Documentation now, I think the American Archivist can well afford to publish material of this type.

Sincerely yours,

Karl L. Trever

Karl L. Trever

enclosure

January 14, 1947

Mr. Karl L. Trevor
News Notes Editor
The American Archivist
The National Archives
Washington 25, D.C.

Dear Mr. Trevor:

This will acknowledge receipt of Dr. Tate's paper "From Binkley to Bush." I have not had time to read every word of it yet, but it seems to me to be a very significant article, and I will print it just as soon as I can. Probably I cannot get it in the April issue because of prior commitments, but I will try to get it in the July issue or the October issue at least.

I am sorry that you have had a disappointment about the News Notes for the April issue. As I have written you before, the length of the News Notes determines to a great extent how much else I can print, and if I send the rest to the printer ahead of your section I may get caught with too long an issue. Suppose we put it this way for the April issue: send me what you have ready by the first of February and don't worry if it is not as long as usual because I have a lot I would like to publish in that issue. I'll be generous - I'll even give you a very few more days. I am going to Albany, N.Y. for a meeting the 26th-29th and three men from there are coming back to Springfield with me. That means that instead of sending copy to the printer on February 1st, I will probably work on it the week-end of February 1st and try to get copy off to the printer on Monday February 3d. But you had better get copy to me in time! On the January number I sent copy about December 11, got galley proof December 27 and page proof January 10. I hope that means that the printer is now able to speed up things a bit, which will help because beginning with the April issue I am going to have proof sent to everybody, and that does slow things up a bit.

Sincerely,

MANAGING EDITOR

January 11, 1947

Mr. Karl L. Trever
News Notes Editor
The American Archivist
The National Archives
Washington, D.C.

Dear Mr. Trever:

Thank you for sending me Dr. Hill's copy of the Mississippi Journal in which his poem appeared. I am going to print it chiefly because it is going to annoy certain people. I wish he had gone on to discuss the terminology which now seems to be plaguing some of our members: dare a state historian also call himself an archivist; shall we relegate the terms "archivists" to mean persons who are dealing with historical records and call the rest "Records administrators" and if so, do both crowds belong in the Society of American Archivists and which crowd ought to be kicked out? Actually a proposal was made to me while I was president that the National Archives should be allowed a certain percent of the vote in the Society - ten votes altogether if I remember correctly. I retorted that the lady who was making the suggestion was the administrator of an historical society, not an archivist, and that perhaps if she brought up her suggestion you National Archives boys would suggest that she have no vote at all. Anyhow, there is a lot of talk as if our interests were not mutual, which I think they are.

But that is not what I started to write about. When I was at Washington & mentioned to someone, I think it was you, that I thought it would be interesting to reprint an old Library Journal article on the Ulster County Gazette. Whoever it was, suggested that instead I reprint the series of leaflets issued by the Library of Congress on that and similar documents which are so often offered to us for purchase; and he promised to get a set for me from the Library of Congress and sound them out for me about the reprints. Was it you, and if so, have you done anything about it? I think these would be valuable as fillers. I would not mind writing direct to the Library of Congress about this except that I am vague as to what it is I am asking for.

The January issue ought to be out momentarily - 112 pages. I don't believe the Society can afford me as editor! I am having galley proof sent to all contributors beginning with the April issue.

Sincerely,



The National Archives

Washington, D. C.

OFFICE OF THE ARCHIVIST

February 6, 1947

Miss Margaret C. Norton
Managing Editor
The American Archivist
Archives Division, State Library
Springfield, Illinois

Dear Miss Norton:

News Notes were mailed special delivery last night. They were late for two reasons: (1) I left them home on the 2nd, so could not mail them, and (2) the National Archives notes did not come in until yesterday.

Enclosed please find several sheets of notes pertaining to state legislation taken from the Library of Congress summaries as indicated. You may add these to what you now have and publish as you see fit.

Toward the end of the copy of the National Archives accessions, Mrs. Hamer says there is an error. The part about customs records should refer to the United States and Alaska and not to the United States and Canada. I did not take the time to go through the National Archives copy to lower case the titles, etc. in accordance with the past custom of The American Archivist. You may wish to do this yourself.

I am not particularly concerned about getting galley proof for my section. You have done a good job regularly of keeping me and my column in line and unless you wish to farm out the proof, I am willing to accept publication without benefit of galley proof. If you do send proof, I will get it back as quickly as possible.

The Library of Congress is sending to you eighteen different leaflets concerning spurious newspapers and periodicals. This is the material I told you about in October. I had forgotten you wanted me to send you a set.

Mr. Holmes has made a good suggestion. Why not have someone like Miss Nute or deValinger, or Roger Thomas prepare an annual survey or review article concerning important edited documents published during the year? Comments on outstanding document publications, methods of handling such projects, methods of selection, etc., would be of interest to archivists. You will recall that our bibliography does not include edited documents.

I have just talked with Ernst Posner about the indexing of the American Archivist. He is going to propose to his class that three students undertake the indexing task as a term project under the supervision of



some one of us here at the National Archives. He will see what comes of it and report to me and I will pass the word on to you. If this doesn't work, I'll try the class in indexing at Catholic University Library School. I have a hunch they would do it.

Yours sincerely,

Karl L. Trever

Karl L. Trever

P.S. Do you want to add the note about Grover? I
not hold for July issue. Angel hasn't sent
his stuff in yet, nor has L of C. They will
have to be missed this ~~month~~ issue set

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KARL L. TREVER

February 14, 1947

Miss Margaret C. Norton
Managing Editor
The American Archivist
State Library
Springfield, Illinois

Dear Miss Norton:

I wish to thank you for your kind words about my column in your letter of February 8. I expected to get a verbal spanking for getting my material in late to you again. I am sure you will think I have some sort of a disease that makes me regularly late for press. But if you can put up with me, I will do the best I can to be on time at least once out of every four issues.

I had seen the note about Dr. Kenney's death, but since the event occurred last summer and since mention of it was made in the Secretary's report, I passed it up. If you put it in the news notes, I am satisfied.

I have, I think, good news for you on the indexing business. Posner has assigned three of his better students to the job of compiling the index. I have gotten the promises of several people experienced in indexing work to gather with me to determine the kind of indexing the American Archivist should have and to map out methods and procedures of operating a cooperative indexing of it. When the final decisions on these matters are ^{reached} ~~made~~, I shall write them up and send them to you for your approval. After that I expect to get Dr. Buck's comments and criticism of the program and set the people to work. If all goes well, indexing should start in two weeks. Keep your fingers crossed!

Sincerely yours,

Karl L. Trever

Karl L. Trever

March 3, 1947

Mr. Karl L. Trever
News Notes Editor
The American Archivist
The National Archives
Washington 25, D.C.

Dear Mr. Trever:

Thank you for the prompt return of proof. It was lucky for me that I had farmed it out this time, because flu hit me just about the time I received proof so I should have had a long wait to finish the work as it has left me with (temporarily, I hope) bad eyes. It makes no difference with me whether or not I send proof to every one. It slows things up, I generally find more errors than the author, but most authors delight in "improving" the wording - just enough to throw pages and lines off balance and to add markedly to the printer's bill. However, the Council has spoken. If you don't want to read proof ~~on~~ would just as soon not, I won't send it to you in the future. However, that is just as you say.

Enclosed is proof for Miss Josephson's article on Indexing which I think might be helpful to the persons working on our indexing. I know some of our members are going to ask why I published an article on indexing books and periodicals in an archival magazine. There isn't a month that someone does not appeal to me for help in compiling indexes and there really isn't anything you can give them. I seized with joy on this.

Sincerely,

MANAGING EDITOR

April 20, 1887

Dr. Karl L. Trever
News Notes Editor
The American Archivist
The National Archives
Washington 25, D.C.

Dear Dr. Trever:

Is yo' is or is yo' ain't? In other words, have you folks got enough of your deficiency so that you can keep going until the next fiscal year. Dr. Buck was afraid his staff would be worrying, but I told him he need not be secretive about his worries because they did suspect budgetary troubles.

I guess we have troubles at least as bad. Last week four Republican senators introduced a bill which would take the State Library away from the Secretary of State and put it under a board appointed by the Governor; this to be perhaps the first of a series of bills to strip the Secretary of State of his patronage. Since two thirds or more of the State Library staff are under civil service, this particular move would not seem to deprive the Secretary of much patronage, but of course we don't know what is back of it. The newspapers surmise that the Governor will have to back the Secretary in fighting it, since the Governor does not have a working majority in the House and will have to get Democratic support to get his emergency bills thru this session. My own guess is that it is a political "trading bill" - give me what I want or else - but of course we small fry don't know anything about it. All my arguments in favor of staying in the State Library are premised upon the assumption that we were to be under the Secretary of State, since the Constitution and laws assume that he is to be custodian of records and it might complicate matters to take away the Archives Department. Politics is a great game if you can take it!

Thanks for sending along the "filler" from the Paymaster General's office dated Nov. 23, 1887. I can use it.

Dr. Overman says he is sure we cannot sell advertising through an agency because our circulation is too low, and that if we do anything at all it will have to be personally sold good will advertising. He is unwilling to act as chairman of the committee. I still think we should not give up, partly because it is evident that the Society cannot bear the cost of publishing a magazine of our

size, because the January and April numbers alone will take at least \$1300 out of our budget of \$2000. I don't believe the Society can afford to pay out more. The Rio Grande Railroad has taken a page ad for the July issue, which encourages me.

When I was in Washington we discussed the possibility of getting Mr. Claussen to do some preliminary thinking along the line of advertising policies. Would you mind talking with him about this? I still feel that if we have a good program made up, there will be some way of putting it over, even though right now I do not see how.

Sincerely,

National Archives
Washington 25, D. C.
April 28, 1947

Miss Margaret C. Norton, Editor
The American Archivist
Archives Division, State Library
Springfield, Illinois

Dear Miss Norton:

Manuscript for the July News Notes is with the typist and I am waiting for word from her that it is completed, momentarily. The news will be considerably less extensive this time. I doubt whether it will run more than 15 double space typed pages.

I am enclosing four pieces of Oregon archives legislation, sent to me by Duniway. In the past we have published such acts in the News Notes but I left them out this time, because of your space problem. If you wish to use them, please enter them in their proper places. Otherwise, they may be used in the summary of archives legislation in the October issue.

Also enclosed are copies of citations given to Leahy, Angel, Alldredge, Brennan, and Niemann for records and allied work in the Navy during the war. I understand Jesse Douglas has received a citation and I am trying to get a copy of it. You may publish what you desire from them.

Please return the Oregon bills when you have finished with them.

Sincerely yours,

Karl L. Trever

enclosures

P.S. Douglas just called and will send me his citation. He tells me Balmer & East each got civilian citations for their work too. If I can get these I will send them along with Douglas's. Perhaps you could make a general statement about citations and then list names and honor given instead of publishing the citation in extenso as you did with Groves. The citations might be filed with the archives of the S.A.A. 100

May 12, 1947

Dr. Karl L. Trever
News Notes Editor
The American Archivist
The National Archives
Washington 25, D.C.

Dear Mr. Trever:

The July number did not get off to the printer until today - my fault this time - your contribution came in ample time. I have been in somewhat of a dither the past two weeks due to a combination of remodelling and redecorating a home which has meant "playing going to Jerusalem with all my belongings, and doing research in connection with the proposed State Library bill. Apparently this State Library issue is being fought out on strictly party lines so I might have saved my energy on that score, though I was told to get the material together. The Senate Committee reported out the bill with the recommendation that it "do pass" and apparently the bill will pass the Senate. We hope it can be stalled somewhere in the House, but it would seem to be being fought out on strictly party instead of factual lines. This is perhaps the best example one could find of a reason why the archives should not be in a state library. The State Library administration here seems to have become enroiled in Illinois Library Association politics with which the archives is in no way concerned, and it seems that that association got the bill introduced. You can imagine how a Republican governor pounced upon this excuse for taking patronage away from a Democratic Secretary of State. All the arguments in favor of the archives being under the State Library as the one professional institution under the Secretary of State presumes that the State Library remain under that officer. I don't think the library association would object to an amendment taking the archives out of the bill, but the people over me are unwilling to allow this. In my estimation both the bill and the archives department would be unconstitutional and unworkable under the new bill, but that is something I cannot do anything about.

What I started to say in this letter, however, was not to tell about my troubles, but to ask you about an item in the News Notes. On page four of your copy, under the

Library of Congress list of accessions you say

"More than two hundred papers of the
Reverend Joseph Barlow
felt (1789-1869)"

Isn't there a line omitted here? It does not read smoothly.
I just noticed it this morning. We can make the correction
in proof [which I am not having sent to you this time).

I enclose a copy of a bill on microphotography passed at
the 1947 Indiana General Assembly, sent me for noting in
The American Archivist. Miss Pierson says of it: "It seems
more wordy than necessary, in my opinion, but if it accomplishes
the purpose for which it was enacted, all will be well.
I believe that this may be the solution to our problem of
preserving the information contained in state vouchers."

I left your note on the Oregon bills as they were in the
New Notes column, noting your suggestion that the legislation
summary come out in the October issue. I did not have a
full set of the notes from the Library of Congress nor room
to print these two bills this time. I think the July issue
should be the one in which we regularly print the legislative
summary and archives bills in full, but we weren't ready this
time. I hope it will not be too much for you to get that
ready for October as well as the annual bibliography, but as
I understand it, what you plan to do is simply to copy from
the Library of Congress notes. Probably there will be more
after the 1947 legislatures have met.

Have you people talked any more about advertising? I wrote
Phil Brooks some ideas meaning to write you instead. To save
time (I want to get this in the next mail) will you please
ask to see that portion of my last letter to him?

I will enclose the Oregon bills or send them later. They
are home, but I am at the office and I may not think to look
them up before I mail this.

Sincerely,

MANAGING EDITOR

Washington, D. C.
June 10, 1947

Dr. Solon J. Buck
President, Society of American Archivists
National Archives
Washington, D. C.

My dear President Buck:

Because I expect that most of my time will be taken up with personal research projects during the next few years, I must submit my resignation, effective with the publication of the October issue of the American Archivist, as (1) chairman of the Committee on Archival Bibliography; (2) compiler of the Writings on Archives and Manuscripts; and (3) editor of the News Notes Section of the American Archivist. I should be pleased to remain a member of the Editorial Board for the rest of my term, however.

I regret the necessity of thus asking to be relieved of most of my duties in the Society, for my association with its officers and editorial staff during the past seven years has been most pleasant.

Sincerely yours,

Karl L. Trever

cc. to Miss Norton and
Mr. Cappon



The National Archives

Washington, D. C.

OFFICE OF THE ARCHIVIST

June 16, 1947

Miss Margaret C. Norton
Managing Editor
The American Archivist
Archives Department, Illinois State Library
Springfield, Illinois

Dear Miss Norton:

I regret the delay in answering your letter of May 7 relative to the Proposed Manual for Archivists. There is no excuse for it except my own indecision and lack of energy.

I am enclosing a copy of a note Oliver Holmes wrote to Phil Brooks on the subject of the Manual. Perhaps Brooks has already sent the gist of it to you. If not, it will be additional data for you to mull over.

Personally, I do not think that the SAA is in any position to undertake a publishing venture such as the Proposed Manual. Therefore, I favor letting the ALA go ahead with the task, under certain conditions. My experience with members of the Society, particularly those at the National Archives, leads me to the sorry conclusion that a Manual is not going to be written until someone is assigned the job with a deadline over his head and a publisher assured. If Dr. Posner and Dr. Buck, with an ACLS grant behind them didn't finish in two years and probably will not get their book finished, as Holmes says, in the next 10 years, how long will it take someone else to get enough inspiration, energy, and knowledge to get something done on the primer level? As Mr. Holmes says, perhaps we all know what ought to go in a primer, but being able to put it out in published form is something else again.

Since librarians have as much interest ^{as archivists} in the primer--perhaps more-- I can't see why we shouldn't take advantage of the ALA's publication facilities, if they are willing to offer them to us. Any author that the SAA might select could, with the approval and cooperation of the SAA and the ALA Archives and Libraries Committee, write the Manual. He could give credit to both parties in the preface and the book could be "Published by the American Library Association as a joint contribution of the Association's Committee on Archives and the Society of American Archivists." He could have full benefit of the ALA's publishing and advertising organizations, which the SAA could not offer. He could not incur any losses because the ALA would bear them, or at least a percentage of them.

Perhaps there is a market for 5,000 copies of a manual, as Mr. Holmes says, but the SAA as now constituted doesn't have the facilities to tap that market without giving whatever profits a manual might make to the publisher. Perhaps the answer is a subsidy from some scholarly organization--but do you know of one that would give us a grant for a Manual now? I don't!



One word more. I believe that archivists and librarians ought to cooperate instead of the archivists making out that the librarians are of a species so different that they can't ever be trusted to handle records. Perhaps some of them can't be so trusted ever, but the fact remains that many of them do handle records and the only way that they will ever learn how to handle them properly is if archivists approach and teach them correct methods in a friendly, unassuming, and cooperative manner. This offer by the AIA is, I think, a chance for cooperation that ought not to be passed up. If we can get someone to do the job, I'm for it. I'll admit that ideally the SAA ought to be doing the job. But why stumble over our pride when the librarians and archivists the country over are waiting for the gospel? Must they wait another 10 years for it just because __?

I have a hunch that Morris L. Radoff could be secured, if properly approached, to write a Primer for Archivists. He would have a standing with all parties concerned and is certainly competent to do the work involved.

Yours sincerely,

Karl L. Trever

Karl L. Trever
Member, Editorial Board
American Archivist

Note of Oliver W. Holmes to Philip C. Brooks 6-3-47 about Proposed Manual For Archivists.

Ideally there should be works on 3 different levels (1) for the specialist (2) for the practitioner, and (3) for the beginner.

- A. The first should be a 4 volume "Treatise", as follows (1) History of archives administration (2) Archives administration through the accessioning procedure; The Arrangement, Description and Preservation of Archives; (4) The Reference Service, Reproduction, and Publication Work. These of course should be profound and learned and theoretical, with elaborate footnotes and other apparatus
- B. The Second should be a Practical Manual for American Archivists, which is what Buck and Posner were aiming at--a sound book of 300 or 400 pages, for the advanced worker.
- C. The Third is the Primer For American Archivist of Beginners, and all of us know what it should contain. It should be in fairly elementary language. (not?)

Naturally the last is likely to have the widest sale. It might be so essential if we had B, but we are not likely to get B for another 10 years. I think the latter should be in all reference libraries, historical collections, etc., and would sell widely, perhaps, 3,000- 5,000 copies. I don't think it should be turned over to the ALA for publication, but could be published without risk by the Society and ought to make it some money. Why should we turn our best bet over to the Librarians and have the SAA overshadowed more than it deserves by the ALA? Just a hasty comment.

OWH

June 19, 1947

Dr. Karl L. Trever
The National Archives
Washington 25, D.C.

Dear Dr. Trever:

Your resignation as editor of the News Section of the American Archivist, though you have hinted at it from time to time, is a body blow for me, for I have leaned on you very heavily since I have become editor. I am indeed grateful to you for promising to remain on the Editorial Board for the rest of your term, which will be another three years. It will be up to the President of the Society to find some one to take over the bibliographical work, but I suppose the news editor will be my headache.

There are two possibilities which I think of in this connection and I would like your confidential advice. I could turn it over to Gust Skordas who is now the head of the Technical Committee and who would do a good job. On the other hand, I think this work could be more effectively be handled from the National Archives because many things come to your attention there which a State archivist would not catch. I have been very favorably impressed by the work Miss Christopher has done for us - the proof-reading on the bibliography last year, the very fine "Archivist's Book Shelf" which is appearing in the July issue, etc. I do not think I have ever met her, and I do not know what position she holds in the National Archives. What do you think of her, or do you have some other suggestion?

Before I forget it, I was not able to use the news notes on the National Archives this time because to get it in I would have had to "pull" some article, and since galley proofs had already gone out to the authors that would have caused too many complications.

Many thanks for the comments from Dr. Holmes and you on the proposed archives primer. I have sent selections from these and comments received from other archivists, to the A.L.A. Committee. I hope these quotations will be sufficient to convince them that archivists do not consider librarians or even manuscripts curators competent to write such a manual, but that they realize the need for such a manual and will cooperate in writing one.

It is been difficult to find out what is happening to the National Archives appropriation. Dr. Buck as well as the rest of us, anticipated that as one of the smallest institutions the Congress would slash at his budget unmercifully. A Washington news clipping has just come to me, stating that the House Committee on Appropriations says the N.A. is top-heavy with high priced persons and they must go, and that Dan Lacy and "others" not named in the account are affected, also that the Roosevelt Library will be taken away from the NA. I do'nt think SJB would mind the latter, but I am deeply concerned about doing away with the brains of the organization to effect "economies". I hope you are not one of the "higher-ups" affected. I suppose the Republicans are particularly after the old HRS crowd, at least that is the way interpret the mention of Lacy.

Apparently our State Library reorganization bill is dead, though it has been kept alive for trading purposes. It has been postponed for committee recommendation until the 26th and adjournment must come by the 30th. What saved us was the reapportionment bill which could not be passed without the aid of the Chicago Democrats who naturally traded for the Democratic Secretary of State. I have taken this as an occasion to resign from the Illinois Library Association with a ~~statement~~ statement that the archives is not a library even if it does happen to be there for administrative purposes, and that this bill was drafted by someone who was "either completely ignorant of or indifferent to the constitutional and legal background of the Illinois State Archives which would make it impossible to administer any archives department under the proposed act." The State archivist of today is on the horns of a dilemma. Unless he is tied up with a strong professional institution like the state library, he gets nowhere and is kicked about politically; if he is tied up with the state library he is likely to be treated like a stepchild (which Miss Rogers does not do) and is affected by all the quarrels over library policy such as is our case at present.

I used to feel sorry for people who had to quit their job because of age, but I find myself looking forward to reaching the minimum retiring age, and I can tell you exactly how long before I can thumb my nose at the whole mess -1479 days. Of course I probably won't quit at sixty, but it will be a comfortable feeling to know that I can!

Sincerely,

Margaret C. D. +

July 7. 1947

Dr. Karl L. Trever
The National Archives
Washington 25, D.C.

Dear Dr. Trever:

Since it seems impossible to get a News Notes editor appointed in time to take over for the October issue, I suppose I shall have to send out the inquiry cards myself this time. To whom do you send them? To all members, or just to key institutions? I know you will be kind enough to forward to me anything which comes to you.

I still hope you can help me to find some one to take over the work - preferably some one at the National Archives.

We never did hear what finally happened to your budget. apparently the fact that "that man" had been so interested in the National Archives has been used against the institution, and apparently the Republicans were especially "gunning" for the HRS crowd, but beyond that I have not been able to find out much.

Our State Library bill was not finally killed until a few days before the end of the session but killed it was, so we are very much relieved.

Does anyone know any pressure that could be brought to bear on Karl Trever to get him to withdraw his resignation as News Editor for the American Archivist? He is really indispensable and I just don't see how the Managing Editor can get along without him.

Sincerely,

THE SOCIETY OF AMERICAN ARCHIVISTS

OLON J. BUCK, PRESIDENT
THE NATIONAL ARCHIVES
WASHINGTON 25, D. C.

ADDRESS COMMUNICATIONS TO:
LESTER J. CAPPON, SECRETARY
P. O. BOX 805
WILLIAMSBURG, VIRGINIA

Washington 25, D. C.
July 11, 1947

Miss Margaret C. Norton
Archives Division
State Library
Springfield, Illinois

Dear Miss Norton:

I hasten to relieve your anxiety about the October issue. You probably misunderstood my letter of resignation, in which I stated that I wished it to be effective as of the publication of the October issue. I already have sent out the notices and have a sizable collection of material on hand. I expect to have the bibliography completed by August 15. If humanly possible the summary of legislation also will reach you in time.

I know how this business of mine must upset your program, but I feel that it is high time I got busy on some serious research of my own. The only pressure I know that could be brought to bear on me is already operating. It may turn out to be a case of the irresistible force and the immovable body. I had planned to ask Miss Christopher if she would consider either job, but she recently got married and isn't interested in taking on extra work for the next year. I was going to suggest that Dick Wood take the news notes over, that Jane Smith or Joseph Vaughan, young and active members of our staff, take over reviews, and that Dorothy Martin be given the bibliography job (she's in our library). But conditions are so uncertain now about our personnel that I suggest you hold off a month or two. I won't let you down until we get a replacement and I'm sure you can get plenty of competent help, once we set out to find it.

Glad to hear your legislative troubles are all over. Hope they never return, too. I don't expect to go to Denver at the present, but things may change before September. I'd sure like to go!

Sincerely yours,

Karl L. Trever
Karl L. Trever

July 16, 1947

Dr. Karl L. Trever
News Notes Editor
The American Archivist
The National Archives
Washington 25, D.C.

Dear Dr. Trever:

I am indeed relieved that you are staying by me until the October issue is put out. Your letter was ambiguous as to the time your resignation would take effect and long and pessimistic experience with governmental people made me choose the worse interpretation. You have indeed rendered long and faithful service to the American Archivist and I personally do not blame you for letting someone else take over. You were my own choice for editor, but the jealousy on the part of State archivists made it impossible I guess for the committee to consider a National Archives man. They thought a State archivist could get out a magazine more to their liking but those most critical of Dr. Pease have failed me as they have failed him, and I am still relying chiefly on the National Archives people for my material.

As you suggest, it may be wiser to let the matter of choosing your successor ride for a few weeks in the hopes that Congress and Dr. Buck can come to an accord and the staff quiet down. I know from experience how upsetting the budgetary problems can be in themselves, and when that is on top of the sort of personnel publicity you folks have been getting I can imagine that life has been pretty hectic in your building. I got more than an inkling of what was up when I was in Washington, and I feel sorry for all of you from Buck on down. I hope things will be smoothed over soon.

Sincerely,

July 17, 1947

Mr. Karl L. Trever
News Editor
The National Archives
Washington 25, D.C.

Dear Mr. Trever:

It is good news that you have found some people to do the index and that you people in Washington will draw up plans for it. I asked Bertha Josephson (who did the Mississippi Valley Historical Review index) how long it took her, and how much she thought we would have to pay some one to do it. She said that, along with her other work, she spent seventeen months on it, and that she thought we would have to pay about \$500. She suggested that we might be able to get the services of the girl who helped her. That rather discouraged me. Today a new man came to my staff, a man with a law degree but no archival experience. He seems to have distinct possibilities. Miss Rogers indicated that she would be willing to let him spend part time on the indexing job as a means of acquainting him with archival literature. The Posner plan is much better, because my Mr. Cassady knows nothing about indexing and it would probably end in my having to do most of the work myself. Your letter plus the fact that we can if worse comes to worst, use Mr. Cassady, lifted a load off my mind. I dreaded the possibility of being forced to do the work myself, for I am finding myself very tired this winter. I guess the extra work involved in the editorship is too much of a drain on my energy, but I am enjoying it more than anything I ever did and have no intention of dropping it before the expiration of my three years - unless the members want a new editor.

I don't believe the note concerning Dr. Kenney's death got into Lester's report because Dr. Kenney and his late wife were intimate friends of mine and I had been worrying because I had not had my usual Christmas greeting from him. I would surely have seen it. Anyhow, I inserted it in the April News Notes.

Although the printer said he wasn't going to raise prices, I notice he has added an item in the January bill for increased price of paper. My bill for January ran to \$610.85. The April issue will cost more, I fear. I may have to run a space limit on you, but I hate to do so, because each time it is better and better. But I will have to have copy on time so I can estimate how much space I shall have for other things.

Sincerely,

Miss Norton: These notes came out too late to
be included. I doubt that you will be able to
get them in at this late date and don't care if
you cant. The NA needs to wake up and get its
notes out earlier or they will miss all the
quarterlies. If you can't squeeze it in I
suppose SJB will be disappointed but so be it.
I understand that Joe Vaughan or someone else has

drawn up a statement about government records

vs. personal papers of presidents, cabinet

officers etc. and the PCB sent it to you for

possible publication. I left the story out of the

news notes for this reason. Did you read Luther's

remarks on the subject in the Information Bull.

of LC or read Cong. Homer Ferguson on it in the

Cong. Record 80-1, p. 1017-1023 (Feb. 11)?

KLT

July 23, 1947

Dr. Karl L. Trever
News Notes Editor
The American Archivist
The National Archives
Washington 25, D.C.

Dear Dr. Trever:

You will remember that the newsnotes for the National Archives did not arrive until The American Archivist for July was in page proof, so I was unable to include them. I suspect you may wish to edit them somewhat before I include them in the October issue. Therefore, I am returning what you sent me last time.

Dick Wood wrote me that most of the war project people were out but didn't say who. I have heard from various sources that Hamer, Lacy, Rifkind, Portner and one or two others were named in Congressional committees, but I have not heard if they finally lost out. Wasn't Gondos one of those working in that field, and is he all right? I'd hate to lose out on the fine architectural series he started for The American Archivist. I have another picture for the October issue so don't much care if he doesn't have anything for that, but if he has, send it along, or he can direct.

I am going ahead on the October issue as an act of faith - printing and paper prices have gone up so fast that we have used all this year's budget. Dr. Buck advised me to ask the Council for more money rather than to cheapen the quality of the magazine. I am waiting for Cappon's explosion and statement of accounts before making application to the Council. I could cut out the illustrations but they have added only about \$30 to the budget and I think they are worth it. The first two numbers ran 112 pages each, this one 96 pages and I don't think that excessive though it does run about 100 pages per year more than Pease's average. We'll just have to find someone to take over advertising next year.

Sincerely,



SAVE THE
BUY U.S.
PAYROLL



THIS SIDE OF CARD IS FOR ADDRESS

Miss Margaret C. Norton
1105 S. Second St.
Springfield, Ill.

8-7-47

Dear Miss Norton:

The Writings are
in the last stage! Save
20 pages for it & you will
be on the safe side. I think
I can get it in 19 pages
but can't be sure.

I am doing all the
typing myself - can't get help.
Also am being transferred
from Holmes' office to Robinson's
second division - no change
in grade. We sure are in
one big mess. However, I'll
try to get the miss. to you
shortly. It should be in
such condition that you will
be able to send it to the
printer without change.

I can't see how the papers
will get done for this season.
Yours
Traver

8-8-47

Dear Miss Norton:

Please excuse the hit and miss nature of my correspondence these days. Yesterday personnel called and told me that today I was to transfer to Natural Resources Office and work for Mr. Kahn. I had expected it, but it came more suddenly than I had anticipated. So today I am in the throes of moving. Don't worry that I am unhappy about the whole thing, because I have a hunch it may be a good thing for me in the end. Time will tell.

The enclosed from Forest Sweet is self explanatory, or is it? Would you mind deciding what you want to do about it and drop him a line sometime--I have not even acknowledged it.

The enclosed from the ACLS could be used as a news note this issue or wait until January if you so desire. It just came in.

The enclosed on Office of Selective Service Records came late from Neil Tulloch of that Office. I should like very much to have it printed in the notes for October with an indication that Tulloch submitted it to the editor.

I have the material started for the annual summary of laws but with this change I am going thru I couldn't possible send it to you now. Perhaps I can do it on the side for the January or April issue. If I see I can't I'll try to get someone to do it for you. As for the 10 year index--I have the slips in

boxes in my desk drawer and will do what I can to see that project through. I think I can get help on that. And I'll stay on the Editorial Board for what I am worth to you.

Would you be good enough to indicate somewhere in the October issue, perhaps at the head of the News Notes, under the heading Society of AA that KLT has been obliged to resign his position as editor, that he thanks all and sundry for their splendid cooperation and that Mrs. Lethbridge is to take over for January (if she is appointed and accepts?) That will eliminate a lot of stuff coming automatically to me that should go to her. She will send out the usual notices for the January

to me that should be to me. The only thing that the paper notices for the financial
is considered and accepted. That will estimate a lot of good coming afterwards
issue.

Regarding consideration and that the department is to take over for financial (it is
I shall turn my archives over to Mr. Smith and Mrs. Lethbridge when I learn
officially of their appointments. My records are in pretty good shape. I shall
also close out my petty cash fund with Miss Chatfield. I think I have spent

all of it.

I am sorry to hear.

I can't think of anything more at present, but probably as soon as I have
mailed this a dozen other things will pop up that I should have cleared with
you.

Thanks a million for all you kindnesses to me--we all enjoy working with you.
I had a hunch things were going to happen here, and so I cleared my decks ahead
of time.

I have the material started for the subject matter of the
notes for October 11th and indication that I am sorry to see the
introduction of that office. I should like to see the material in the

The enclosed on office of detective relative records came late from
myself to you so gentle. If that came in.

The enclosed from the work could be used as a new note this issue of
even acknowledged it.

Regarding that you want to go about it and close it, a fine something--I have

The enclosed from Robert Green is left extraordinarily of it is that you want
I have a hunch it may be a good thing for me in the end. Time will tell.
I am sorry to hear that I am surprised about the whole thing, because
it is not so much more suddenly than I had anticipated. So really I am in the
position to handle the records office and work for it. I had expected
these things. Recently, however, called and told me that today I am to

Please excuse the size and the nature of my correspondence
Dear Miss Houston,

August 13, 1947

Dr. Karl L. Trever
The National Archives
Washington 25, D.C.

Dear Dr. Trever:

It is very necessary this time to know exactly how much space I have to count on, because I have had to exceed my budget because of increased printing costs and had to ask the Council for another \$375 for printing the October issue. I have now sent off all the copy but the Writings for which I have allowed 20 pages.

Until now I have not written to Mrs. Lethbridge, but Dr. Buck wanted me to appoint her, and your letter indicates she will accept. I hope she does, for as you know, hers was the name that came to me as probably the best person to step into your shoes as News Editor.

I am glad you got out of the NA mess with a mere shift of jobs.

It is just as well to wait for the annual summary of laws until we get the returns from the various legislatures which have been meeting this year. Our Illinois governor has just this week finished signing our bills. I hope you can find someone to prepare this summary for us. It is just another of those things which has to be done in Washington.

As to Mr. Sweet's request. I definitely feel that it is not only unnecessary for us to ask for the statement from Ohio in the matter of the purchase of the Smith letterbooks, but I also feel strongly that it would be improper for either the Society of American Archivists or for The American Archivist to intervene in any way in any disputes between manuscript dealers and their clients. There is room in our columns for generalized discussions of the problem - such as Mr. Sweet's own Princeton paper - and I will be glad to consider suitable articles on the subject. If as a News Note the Ohio people wish to discuss some phase of the subject in general, using this case as an illustration, there might be no objection, but definitely they should not be solicited for a statement nor do I propose to print any polemics on a specific case.

I hope this severance of our official connections will not let us get out of close touch with each other. I cannot tell you how much I have appreciated your loyal cooperation.

Sincerely,

August 13, 1947

Mrs. Mary C. Lethbridge
The National Archives
Washington 25, D.C.

Dear Mrs. Lethbridge:

When Karl Trever resigned as News Editor of the American Archivist I immediately thought of you to succeed him in that capacity. On account of upset conditions in the National Archives, however, I was advised to wait a few weeks before doing anything about writing to you. Now, however, Dr. Buck says to go ahead with the appointment, and Karl Trever indicates that you will probably be able to take on this responsibility. I am certainly glad to hear that and sincerely hope you will accept the appointment as News Editor. This is a great responsibility, for I think most people find the News columns the most interesting and important part of the magazine. Like all things which imply hard work and responsibility, however, I think you will find the opportunities for broader contacts a good compensation. I know Karl Trever will be most helpful to you, not only in getting you started, but also all along the line.

I sincerely hope you feel that you can join the editorial staff of the American Archivist.

Sincerely,

Managing editor



The National Archives

Washington, D. C.

DIVISION OF REFERENCE

August 21, 1947

Miss Margaret C. Norton
Editor, American Archivist
Springfield, Illinois

Dear Miss Norton:

Thanks for your letter of the 13th. I thought the Writings would be in your hands long before this, but everything under the sun has conspired to hold things up. Mrs. Lethbridge has the manuscript now to give it a final check. ^{*you should get it before the end of the week.*} She has been sick for two weeks and I had to do all the work, including the typing. I can assure you it will not be longer than 20 pages and it will be in such condition that you won't have to do any editing. If you want MJC to proof read galley on it when done, I am sure she will do so. I'm sorry for the delay and hope it won't hold up the works and make the issue late. However I can't help what Congress did to us and what the NA did to me in consequence. Nor can I help the ever increasing independence of the typists—they raise their rates and cut their hours or even refuse to work at all if they feel like it. Of course on this new job I have no secretary of my own either, so I'm typing my own letters—just as you have had to do. Only you're a better typist, as this line proves.

I sent Sweet a note, quoting in part your letter to me, indicating that I agreed with your point of view. Hope this is o.k. Sorry I can't go to Denver and that you can't go either. I heard your mother had been sick—hope she is doing better now.

Hope Miss Christopher and Mr. Smith turn out o.k. I can almost guarantee that the former (I should have said Mrs. Lethbridge) will be top notch if she is able to take the job on.

Thanks a lot for all your kindnesses to me in our association together—and I must not forget I'm still on your Board so you still have a string on me.

Sincerely yours,

Trave

1811 S. Arlington Ridge Road
Arlington, Virginia
August 26, 1947

Miss Margaret C. Norton
Archives Department
Illinois State Library
Springfield, Illinois

Dear Miss Norton,

Karl Trever had already discussed with me the possibility of my taking over the editorship of the News Notes and Dr. Buck had signified his approval; so I had already given the matter some thought by the time your letter arrived.

I am willing to accept the appointment and will do my best to keep the news columns as lively and interesting as Mr. Trever did. I need not say that I am encouraged to undertake such a responsibility by the knowledge that he will be on hand to guide and comfort me.

I appreciate the honour of the appointment and look forward to serving the Society of American Archivists in this capacity.

Sincerely,

Nancy C. Lebbidge
(Mrs. Francis D. Lebbidge)

September 10, 1947

Mrs. Francis D. Lethbridge
1811 S. Arlington Ridge Road
Arlington, Virginia.

Dear Mrs. Lethbridge:

It is indeed good news to hear that you will take over Karl Trever's work as News Notes Editor for the American Archivist. When he resigned your name came immediately to my mind, because I have been very favorable impressed with the work you have done for us, but I did not write to you immediately because Karl thought perhaps you would not want to take on anything more in view of your recent marriage. I was delighted when Dr. Buck said arrangements could be made for you to do the work.

The deadline for each issue is the first day of the second month preceding the date of issue. That is, the deadline for the January issue will be November one. Because I have to keep down the number of pages it is necessary for me to know exactly how much space to allow for the News Notes, and the News Notes is the one thing which I do not want to cut. It takes a good two months to get things through the press.

I know Karl will be helpful while you are getting started. I am sure the fun of being at the center of things and knowing all that is going on will go a long way towards compensating you for the time and energy you will expend on the work. If there is anything you do not understand or if there is anything I can do to help you, please let me know. I am sure I am going to enjoy working with you.

Sincerely,

Managing Editor

1655 North Greenbrier Street
Arlington, Virginia

September 10, 1947

Dear Miss Norton:

The writings are finally in the mail, special delivery to you at the Archives Department. I didn't send it air mail because of cost and fear that something might happen to it. It should arrive nearly as soon as this letter does.

I imagine you long ago despaired of getting the manuscript. I had it finished in rough draft a few days after your deadline but just couldn't get anyone to type it. It has taken nearly three weeks to get it typed and proof read and corrected. I sure am glad I'm not going to have another one to compile! You can't imagine how difficult it has been to get the material together, for I am no longer connected with our library--haven't been for a year now. I don't have my own secretary and my time, too, is not controlled by myself as it used to be. Perhaps that is good for the government, but it is bad for my Society work. You see Dr. B allowed me to spend some time on the news notes and the writings as part of my official job, but after I left the library and particularly since I left Mr. Holmes (I'm with Kahn now) I just haven't felt that I could spend official time on such work. The result has been that everything has been done outside. Mary Jabe was sick three weeks with the jaundice and that didn't help either. Oh, well, the thing is done, and it is in pretty good shape. It isn't as good as some years, but it will do the job. I regret all the inconvenience I have caused you. If Mary Jabe and I can help with the proof reading, send us galley and we will get it back into your hands within 48 hours. If you send galley, let us know whether to return it to you or two the printer.

Phil Brooks returns from Denver with word that I was elected to the Council for a five year term. And here I am resigning jobs. I haven't made up my mind as yet about accepting the honor. I wasn't asked in advance if I would accept and wasn't present at the time. If I stay on at the National Archives (there is a slight possibility that I will change my place of business this year) why I will want to accept, otherwise I don't think it would be right for me to do so. I told Cappon that I would do my best to see the index through, and hope we can lay that on the line come next July. The comprehensive bibliography hasn't been done. Confidentially, I think it will be some time coming, even under new leadership. It is a difficult job and Posner and I just couldn't find time to get at it.

Sincerely yours,

Karl H. Treue

September 10, 1947

Dr. Karl L. Trever
The National Archives
Washington 25, D.C.

Dear Dr. Trever:

How are you coming with the Writings? Copy for the October issue went to press over a month ago and I am expecting galley proof daily. I don't want to ride you, knowing the situation in Washington, but I cannot wait much longer for copy. Could I get the typing done here, or wouldn't that help any? What would you think of my postponing printing until the January issue, filling in the space with another article and explaining that owing to the reorganization of the National Archives staff it had been impossible to get it out on time? The trouble with that is that subscribers want and expect it in October and if any let their subscription lapse we would have to send them a January number. That probably would be a farfetched situation, however. We shall have to depend upon only one proof reading again if it is published in the October issue.

Please let me know at once what you recommend doing in this matter.

Since I started this letter the galley proof came in, so I must send the additional copy back within a week.

Sincerely,

W. G. C. Martin

Managing Editor

ILLINOIS STATE LIBRARY
SPRINGFIELD

EDWARD J. BARRETT
SECRETARY OF STATE AND STATE LIBRARIAN

HELENE M. ROGERS
ASSISTANT STATE LIBRARIAN

September 17, 1947

Dr. Karl L. Trever
1655 North Greenbrier Street
Arlington, Virginia.

Dear Karl:

The Writings have come but the printer said in the case of any contribution coming in as late as galley proof time, to hold copy and return with the galley - that unless we insisted he would not send galley on late material. I haven't yet returned galley, partly because author's proof has been unusually slow in coming in this time, and partly because I have had neither time nor energy to do my own work on it. It will go back the end of the week, however, whether the authors get around to sending bak proof or not.

That means that we shall have to get by on only one proof - your reading and my reading of page proof. We got by that way last year and can again.

I am distressed to learn that you are considering leaving the National work, for I think you definitely are the type we want in that work. If I had quit the several times I thought the Illinois archives would never amount to anything. I would today probably be a crabbed old maid librarian hating her work. I may be the first two, but I like the work I am doing. By all means take the membership on the Council. You certainly have it coming to you, for you have carried a heavy responsibility for the Society for years, of which probably only the two editors fully understand the extent of it. I am glad you are going to be able to get out the index.

Thank you for your kind and understanding words about my recent loss. I could not expect anything else at 87, but it is a terrible thing to be the last of the line and to know that what happens to you is never going to matter to anyone else ever again. I have been working hard the past three weeks going through Mother's things and getting her apartment ready for rent - she lived in the upper apartment in my duplex.

Sincerely,

Margaret C. Norton

Managing Editor



The National Archives

Washington, D. C.

November 1, 1947

Miss Margaret G. Norton
1105 South Second Street
Springfield, Illinois

Dear Miss Norton:

The News Notes for the January 1948 issue are enclosed. The news of the National Archives will not be forthcoming from Mrs. Hamer's office until November 10th. She says the space occupied will be the same as in the October issue, so perhaps you can leave room for the same number of type sets.

Mr. Cappon, undoubtedly, will have news of the Society of American Archivists membership committees, etc., that he will want to include in the News Notes. They should be inserted at the very beginning.

Yours very truly,

Mary C. Lethbridge

Mary C. Lethbridge

(Mrs. Francis D. Lethbridge)

November 4, 1947

Mrs. Mary C. Lethbridge
News Notes Editor
The American Archivist
The National Archives
Washington 25, D.C.

Dear Mrs. Lethbridge:

The News Notes came Sunday noon just in time for me to work on them that afternoon. They are up to the usual standard, by which I mean they are very good and interesting. Because I am still under the weather I haven't been able to get the January issue to the printer yet so we will not have any trouble running the National Archives Notes in later. One time they did not get here until after galley proof had come and the space all calculated, so I just omitted them for that time. I hope these will be here early enough.

Dr. Hill has sent me the enclosed clipping. I suppose we should take note of such matters in the South American press, though I am not sure whether this should go to you or to Dick Wood. Dr. Hill comments: "It seems they are stirring things up about the archive in Venezuela. Dr. Perera was let out when the new regime came in last year and now he is in the Constituent Assembly in the opposition and is trying to do something for the Archive. So here goes the clipping to you. He sent several others."

I hope you are going to enjoy your work as News Notes Editor as much as I do the editorial work. While it does take time, it keeps you abreast of what is going on in the archival world and with fellow archivists. I know I am going to enjoy working with you.

Sincerely,

November 15, 1947

Mrs. Mary C. Lethbridge
News Notes Editor
The American Archivist
The National Archives
Washington 25, D.C.

Dear Mrs. Lethbridge:

The News Notes for the January issue were fine and appeared in ample time for inclusion. Because of my recent illness I did not get the January issue off to the printer until the 12th of November, but future issues will, I hope, be sent on time, namely, the first week-end after the first of February, May, August and November. Fortunately the National Archives item had come to me personally before it went off, so I was able to include it.

Karl Trever did not ask for galley proof on the News Notes so I did not instruct the printer to send them to you. Do you want me to have them sent to you?

Many thanks for your cooperation in this editorial work. I often wonder if our readers appreciate how much work the sub-editors put on The American Archivist. I know the managing editor is duly grateful for the hours you spend.

Sincerely,



The National Archives

Washington, D. C.

February 4, 1948

Dear Miss Norton,

I thought that by waiting a day or two I might catch the National Archives and the Navy Department news, but they haven't been forthcoming. I wonder if you could leave the usual amount of space for the National Archives news, which is the most important I suppose. I hope this delay hasn't inconvenienced you.

If it isn't too much trouble for you, you might send me the galley proof of this as I rather like proofreading my own copy. Don't bother, however, if it will delay you at all.

We were sorry to hear of your hospitalization; Dr. Wood got the news from one of the girls in the library. I hope you are well on the way to recovery now.

Sincerely,

Mary C. Leabridge
(Mrs. Francis D. Leabridge)

March 18, 1948

Mrs. Mary C. Lethbridge
News Notes Editor
The American Archivist
The National Archives
Washington, D.C.

Dear Mrs. Lethbridge:

Enclosed are a couple of items of which you may wish to take cognizance in the next News Notes column. I don't think we should print all the news release of the H.W. Wilson Company, but perhaps a paragraph would be in order.

Copy for the April issue went to the printer about two weeks ago and you should be getting proof for your section before long unless we lost our turn in the printer's production schedule. You will note that I interpolated one or two late items which came just before going to press.

I am back on the job full time once more and hope to keep it up, though I suppose I won't feel too good for a long time yet. I appreciated the many cards and letters from Washington. I received several hundred cards during my illness and have given up trying to acknowledge all of them personally.

Sincerely,

The National Archives
Washington 25, D.C.
May 3, 1948

Miss Margaret C. Norton
Editor, The American Archivist
1105 South Second Street
Springfield, Illinois

Dear Miss Norton:

Here are the News Notes for the July issue. I was hoping to include the notes on the National Archives, but after waiting a few days, I discovered they were not being issued on time and I am sending the other copy without them. As soon as Mrs. Harer's office drafts them, I will send a copy along to you so that you can insert them in the usual place if there is still time.

The letter from Germany was delivered to me and I opened it thinking that it probably had some news in it for my section. To save time I asked Ernst Posner if he had ever heard of the gentleman or his methods, but he said he hadn't--probably a minor official at the municipal archives they have in that city.

Did you happen to see the article entitled "The present state of Czechoslovak archives" by J.V. Polisensky in the Bulletin of the Institute for Historical Research, London University, May-November, 1946? It was issued in October, 1947, and although the picture may have changed somewhat in recent months, it does tell the holdings of various agencies and the wartime losses suffered. You might like to reprint it sometime if you have the space.

Yours very truly,

Mary C. Lethbridge
(Mrs. Francis D. Lethbridge)



The National Archives

Washington, D. C.

May 7, 1948

Miss Margaret C. Norton
Editor, The American Archivist
1105 South Second Street
Springfield, Illinois

Dear Miss Norton:

Here are the notes concerning the National Archives and two later items just sent me by Mr. Cappon. If it is too late to use them, please hold them for the next issue.

X Mr. Cappon also says he made a mistake in the announcement of the annual meeting. Football crowds in the vicinity of Raleigh made it advisable to change the dates to October 27-29. If this has already gone to the printer, I suppose we can catch it in galley.

Sorry the Archives always holds us up. Maybe some day the notes will be out on time.

Yours very truly,

Mary C. Lethbridge
Mary C. Lethbridge
(Mrs. Francis D. Lethbridge)

1811 S. Arlington Ridge Road
Arlington, Va.

1811 SOUTH ARLINGTON RIDGE ROAD
ARLINGTON, VIRGINIA

June 1, 1948

Dear Miss Norton,

You have probably heard the news by this time, but here is the final paragraph, as it were. The Senate confirmed Foster at eleven o'clock yesterday after long delays. This should be worked in, I suppose, even if some other item has to be pulled. The whole affair was very poorly timed, from our standpoint.

The staff had a farewell party for Dr. Buck last Wednesday. It struck me as rather sad that none seemed to regret his leaving, not even the ones who owed him most. He was difficult in many ways

and I have more respect for his scholarship and general intelligence than that of his successor. Luther Evans, incidentally, headed the paragraph in his Information Bulletin announcing his appointment of Buck. "Archivist Promoted." I guess that puts us in our place.

Please address any letters or queries you may care to direct to me at the above address. I'm expecting a baby the end of this month, and my colleagues, especially the men, are getting so nervous and jittery that I finally stopped going in to work last week.

I hope you keep feeling better and better.

Sincerely,

Mary C. Lathbridge

June 25, 1948

Mrs. Mary C. Lethbridge
1811 South Arlington Ridge Road
Arlington, Virginia.

Dear Mrs. Lethbridge:

Galley proof and your new baby are probably arrived about the same time. Please don't feel obligated to take the proof too seriously this time, unless you see something glaringly wrong. I will go over it carefully and try to keep out errors. I haven't got around to doing it yet, but will concoct an item about the new changes at N.A. As luck would have it, the printed is calling for exactly one page more of copy, which will give us just about room for the item. Don't use your energy to write it, unless you have already done so, in which case, please send it along as soon as you can (to me).

You do not say that your new work won't let you go on with the News Notes, so I am hoping you can continue. Two items have been sent to me direct for the next issue, both in hopes they could make the July number. I am holding onto these until I know for sure you will be able to do the August number.

The August number has to go to press right on the dot this time because we will be breaking in a new printer - I hope. I hope. Our old printer suddenly notified us that he is dropping the small magazines on his list as unprofitable. The Torch Press of Cedar Rapids, Iowa, have said they would take us on, but so far have not given us prices.

This is the year for archival babies. We have had three in the Illinois archives this spring. Two of the boys became fathers for the first time this week, and one had his fourth son while I was in the hospital. Good luck to you. I hope it is a boy - that is what everyone wants the first to be, isn't it.

Sincerely,

1811 S. Arlington Ridge Road
Arlington, Virginia
June 25, 1948

Dear Miss Norton,

Is there any hope of inserting that Archives news that I sent you? It's too bad to have it held over until the October issue, the other items are not so important.

The news about the Banta Company is very discouraging. The Haverly Press in Baltimore does very good work, but I don't know if they would be interested in our patronage. The American Council of Learned Societies uses a press in Richmond; do you suppose one of the constituent societies could sponsor an application from us for the use of the same press?

If you are not going to observe the August 1st deadline, I'd appreciate your letting me know. I would in that case delay the mailing of my notices in order to get not so stale news.

Sincerely,

Mary C. Leedom
(Mrs. Francis D. Leedom)

July 3. 1948

Mrs. Francis D. Lethbridge
1811 Arlington Ridge Road
Arlington, Virginia.

Dear Mrs. Lethbridge:

Have you had your "party" yet? Good luck to you.

We have a publisher for the AMERICAN ARCHIVIST provided the Council accept his somewhat higher prices. He is able to take on the work beginning with the October issue, which means that we shall go to press on August 1st. I am anxious to start this company out with the idea that the magazine gets out on time. Our April number was late because I was six weeks late in getting it out, but the July number is going to be late because the printer is being unusually slow.

Because of space I was only able to put in part of the National Archives announcements this time, and had to do considerable cutting there. I enclose copy of what I put in. I had to omit the announcements about Mr. Shipton and Phil Brooks, also other News notes about them.

I do not know what became of the Tennessee and Virginia items. The printer neither included them nor enclosed them with the original copy. Frankly I cannot remember whether they were included when I sent them, but I have been all over my files and do not find them, so perhaps you left them out. Anyhow, we should have had to omit something to get this N.A. note in and it might as well have been these. If you have a copy, please let me have it for the next issue.

Are you planning to return to the NA before long? I hope so, if for no other reason than that you are doing so well with the News Notes.

Sincerely,

9-48
July 17, 1948

Mrs. Francis Lethbridge
1811 South Arlington Ridge Road
Arlington, Virginia.

Dear Mrs. Lethbridge:

My heartiest congratulations upon the safe arrival of Miss Catherine. I heard the news through Karl Trever and intended to go right down town and buy a bang-up congratulations card, but so far I haven't got around to it, so you will have to be content with this typed communication instead. I think Mephistopheles is going to give me the degree of Master Builder for all the paving I have laid in his kingdom.

I hate to bother you with business but you have indicated that you are willing to go on with your assignment - to my great relief and delight. Lester Cappon thinks we ought to shop around a bit more for the printer, but so far I have heard nothing from his printer, and meantime the August first deadline, which is necessary if we are to get the magazine out in October, is only two weeks away. Considering the fact that we have a printer ready to go, and that I shall have three more issues so that I won't be tying up the new editor for very long, I have decided to accept this contract, albeit it is high. I shall be away in September so no knowing when it would get out if I waited. Therefore, the August first deadline will have to hold.

Neither the printer nor I has copy for the Tennessee and Virginia news notes intended for the July issue. They would have been crowded out anyhow, but if you can include them, well and good. I also had to omit the May newsnotes from the N.A. and Hyde Park. The first will have to have revision if we use it.

News Notes sent to me directly this time include a two page single-space one from Leahy on the National Records Management Council and a one page announcement concerning the establishment of the American Jewish Archives at Cincinnati. There should also be an announcement from Illinois concerning plans for the celebration of the 250th anniversary of settlement of Cahokia and the publication of an anniversary volume of old Illinois French records by St. Louis University. I do not have the data at hand but will get it and include it if no announcement has come to you.

Sincerely,

1811 S. Artlington Ridge Road
Arlington, Virginia
August 4, 1948

Miss Margaret C. Norton
Editor, The American Archivist
1105 South Second Street
Springfield, Illinois

Dear Miss Norton:

The News Notes for the October issue are enclosed. I'm truly sorry to have disappointed you on the deadline, especially when you have the new printers to worry about, but it couldn't be helped. The girl who does the typing every time got Virus X and then strep throat and went home to Boston; so I've been typing these myself on a portable in between feeding and changing Miss Catherine. I'm still not adept at either typing or baby-tending, but I'm hoping to improve with time.

Mrs. Hammer doesn't have the National Archives news notes for this quarter even drafted yet so I left a space, thinking you could insert the personnel information we had to leave out last time. If you will also insert a note on the American Jewish Archives, I would be grateful. I received their publication too late to write a note about it.

Thank you for your good wishes and your patience with expectant editors. As far as I know I'll be back at my desk in the Archives before the January issue material is due and there should be no delay.

Yours very truly,

Mary C. Leethridge
(Mrs. Francis D. Leethridge)

THE AMERICAN ARCHIVIST

EDITOR'S CORRESPONDENCE WITH TECHNICAL COMMITTEE
1946-1949

(THIS FILE IS FROM THE SOCIETY OF AMERICAN
ARCHIVISTS' ARCHIVES WHICH ARE LOCATED AT THE
UNIVERSITY OF WISCONSIN ARCHIVES, MADISON -
RECORD SERIES 200/7/2 - BOX 1, FILE 16.)

Technical Section.

This to be pages on which to print matters of technique which do not rate an article; also, Questions and Answers.

Suggestions:

Specifications for and drawings and photographs of specialized equipment as Virginia continuous shelving; Illinois sliding shelves.

Publicity, including photographs of successful posters, etc.

Descriptions of good exhibits--not of exhibits in honor of Senator So and So, but ideas for making exhibits live. Exhibits of archival records are very difficult to dramatize.

Excerpts of suggestive paragraphs from reports of various archivists or government bulletins.

Descriptions of special exhibit safes, as the one at Delaware.

Repairing flags.

Care and repair of seals.

Information about the latest gadgets and equipment when they come on the market, even if that involves a little free advertising.

Terminology

Good for fillers; as, differences between minutes, proceedings, registers, etc. A half dozen or so technical definitions in each issue.

What qualities to seek in equipment considered for purchase, as for instance, a brief discussion on drawer slides as the weak point in filing cabinets; how to get around "the lowest responsible bidder" bugaboo in trying to buy quality equipment.

Specifications for binding of ledger volumes.

The problems posed by the increasing use of card files in record work.

Annual summary of the records legislation of the federal government and of all states.

Notes on microphotography and other applications of photography. I would like to have a regular column on this subject.

June 20, 1946

Mr. William J. Barrow
Virginia State Library
Richmond, Virginia

Dear Mr. Barrow:

As you doubtless know, many of the members of the Society of American Archivists feel that insufficient attention has been given in the past to keeping archivists abreast of new ideas on archival technique. Therefore I am getting together a Committee of Technical Editors for The American Archivist. Mr. Gust Skordas of the Maryland Hall of Records has consented to gather material on shelving, filing, and filing equipment. I am trying to get Vernon Tate to compile the notes on photography. Would you be willing to collect data on repair of manuscripts and documents?

What I have in mind is not formal articles, but short news notes commenting upon methodology. These notes would be used largely as fillers at the end of and between longer articles. Of course there would not be something for each of the ~~areas~~ every time, but it occurred to me that those of you who are more or less specialists in your respective fields probably will find material in out of the way places which should be called to the attention of our members.

In the October issue I propose to run the critique of the lamination process published in the British Records Association Technical Section, Bulletin No. 18, October 1945. I have asked Mrs. Minogue to reply to the critique, since it was her book on the Repair and Preservation of Records which was being reviewed.

Particularly I am interested in articles which may appear in technical magazines on plastic in relation to this process. However, there are a number of points which probably need descriptive notes; for instance, notes on the repair of various types of maps. I have suggested to Mr. Skordas, who was the first member of the Technical Committee appointed, that he get us a write-up of the process of flattening parchments

W.J.Barrow
6-20-46.

-2-

in use in the Maryland Hall of Records. You might get together with him on that.

Some months ago I wrote to Doctor Van Schreeven suggesting that a description, working drawings and a photograph of his continuous shelving would be of interest to our members. So far I have not heard from him on this subject. Possibly Mr. Skordas has taken this up with him and the matter is in hand. Would you mind asking Doctor Van Schreeven about it, please?

Sincerely,

Editor

men:lk

W. J. BARROW

Document Restorer

STATE LIBRARY BUILDING

RICHMOND, VA. July 2, 1946

Miss Margaret Norton, Managing Editor
The American Archivist
Archives Department
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

I will be glad to send to the Archivist any small items that I think might be of interest to them. I judge that these would be either one or more paragraphs used at the end of an article.

When I visited Maryland Hall of Records to help teach Dr. Posner's class, Gus Skordas told me that you had placed him on a technical committee. Should I send these proposed items to Gus or to you?

This seems to me to be a good idea as sometimes small notes on a subject can be very helpful to those in the Archival field.

With best regards.

Sincerely yours,


W. J. Barrow

WJB:R

*American
Archivist*

July 11, 1946

Mr. William J. Barrow, Document Restorer
State Library Building
Richmond, Virginia

Dear Mr. Barrow:

It is certainly good news to hear that you are willing to serve on our technical committee for The American Archivist.

For the October issue I am reprinting the part of Mr. Evans' review of Mrs. Minogue's pamphlet which refers to the laminating process. Dr. Broadman's blasts against the process seem to have stunned some of our members and several of them have said that they thought some criticism of the process should be published in the Archivist. Dr. Broadman has an axe of his own to grind, so I was very much pleased when I found a quotable blast from a British archivist. I have invited Mrs. Minogue to reply so that if possible we can get a lively controversy started on the subject. The review of which I am speaking appeared in the Bulletin 18 of the British Records Association. The sort of discussions in that are what I have in mind for The American Archivist.

Perhaps it would be well to transmit what you have to contribute through Mr. Skordas, though I am not asking him to edit the section; sending them to him might prevent a certain amount of duplication of effort. If you wish, however, you may send any contributions directly to me. The deadline for copy for the October issue of The American Archivist is August 1st. However, I do not demand a contribution from you this time unless it is convenient.

Since it has been the custom to use middle names in the editorial information page of The American Archivist, I should like to have you send me your middle name if you care to have it used.

Sincerely,

Editor

mcm:lk

W. J. BARROW

Document Restorer

STATE LIBRARY BUILDING

RICHMOND, VA.

July 15, 1946

Miss Margaret C. Norton, Editor
The American Archivist
Illinois State Library
Archives Department
Springfield, Illinois

Dear Miss Norton:

Mr. Barrow is now on vacation
but will return to the office about July 22, at
which time your letter of July 10 will be brought
to his attention.

Very truly yours,

Martha Wingfield
Secretary

OFFICERS

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HERBERT GAMBRILL
Director
VIRGINIA LEDDY
Archivist

DALLAS HISTORICAL SOCIETY

HALL OF STATE
DALLAS 1

March 18, 1946

TRUSTEES
GEORGE WAYERLY BRIGGS
Chairman
Executive Committee
SAM H. ACHESON
MURRELL L. BUCKNER
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MRS. A. V. COCKRELL
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HARRY L. SEAY
M. B. SHANNON
MRS. ALEX W. SPENCE
LESLIE WALGREEN

Miss Margaret C. Norton
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

Thank you for the information of your letter of February 13. What you say confirms the feeling that I had that Dr. Broadman was something of a fanatic, which is reflected in the tone of his pamphlets.

It does seem to me extraordinary, however, that criticism of the cellulose acetate sheeting process, which appears to have some validity, should be so entirely squelched. I heard of Dr. Broadman's process through a circular letter sent the President of the Dallas Historical Society, not as President of the Society but as head of Texas's leading newspaper. I felt very much surprised that a body of criticism of cellulose acetate sheeting could exist and be entirely unknown to me; no word of this criticism having ever been published, so far as I know, in the American Archivist, nor intimated in any of the sessions of the Society's annual meeting.

I am delighted that you plan to devote more space in the American Archivist to technical problems; in fact I can say all I have in mind by saying simply that I am delighted that you are now the editor of the American Archivist. I can't believe that nature intended you to be a clinging vine, else she would have had the wisdom to omit your fine, logical, objective and unprejudiced intelligence, which has been one of the most formative influences in the whole archival profession.

I am most disappointed that you are not on my Committee on Filing Equipment in accordance with my request. I am not over-pleased with the appointments made. I requested Miss Josephson, who is smart and energetic (although her ideas on filing equipment have been formed without much thought of the subject,) and I am pleased that she was put on the Committee. Another member

Miss Norton -2-

is Mr. Root, whose recommendations at the session indicated an ignorance of the subject so complete that educating him to the problems involved would need a whole committee in itself. Another appointee is Mr. Marcus W. Price. Is he the young man on the National Archives staff who defended the National Archives Filing Box equipment at my session on filing equipment at the meeting? I do not place him. If he is a member of the National Archives staff he will be a dud on the Committee, because the National Archives' defense complex will operate there, I judge, as on other technical matters. Dr. S. C. Stevens, the other appointee, is fine for any committee but I did not know he had any interest in this subject.

I am sending Miss Josephson the tentative questionnaire draft which you filled out for me some time ago.

I note with pleasure that you have accepted appointment on my special committee for amending the Constitution. Dr. R. D. W. Connor is the other member of the Committee, and I inclose copy of a letter sent him giving him the background.

Sincerely,

C. J. - Gambrell

vg/rf
Inc.

C O P Y

Hall of State
Dallas 1, Texas
March 6, 1946

Dr. R. D. W. Connor
University of North Carolina
Chapel Hill, North Carolina

Dear Dr. Connor:

The Secretary of the Society of American Archivists writes me that you have accepted appointment to a Special Committee on Amending the Constitution, of which I am Chairman. Miss Margaret C. Norton is the other member of the Committee. I am most pleased at the personnel of the Committee.

Since you did not attend the last annual meeting, you may be interested in this background of the creation of the Committee.

The shenty Irish element in the Society (consisting primarily of Dr. Herbert O. Brayer, now State Archivist of Colorado, and me) have been raising Cain about the highhandedness of the Council. At the meeting of the Society year before last the Council decided to have the Constitution amended so as to offer a reduced membership rate to foreign archivists. Since the advance notice of proposed amendment as required by the Constitution had not been circulated to the members prior to the meeting, they hit upon the simple expedient of getting the membership to authorize subsidy to make up the difference in the authorized general rate of membership and their proposed lowered foreign rate, so as to begin the project at once.

I felt, and argued at that meeting, that the bargain-counter rate was a patronizing Lady Bountiful gesture which would not produce foreign good will, and that it was a mistake to railroad through the subsidy action which would commit us to a policy necessitating the amendment without giving the members the period of consideration of the proposed plan which the Constitution contemplated. The subsidy was authorized at the meeting, and so far as I can learn nobody voted on my side except me.

Prior to the meeting this year the proposed amendment was circulated to the members and formal ratification was moved at this years annual meeting. I then complained at the annual meeting that the Society had been committed to the amendment by the steam roller preparation of the subsidy at the preceding meeting. Dr. Brayer then stated that the whole process of amending the Constitution was undemocratic and ought to be revised and moved that a committee be appointed to submit a proposed amendment to the Constitution which would reconstruct the method of amendments.

I seconded his motion. Actually I had no idea what the Constitution provided as an amendment method, and I doubt if Dr. Brayer did.

Both of us were registering a protest against the undemocratic manner in which the Council operates, which we feel has been upon the general assumption that the members are zombies and that the Council in its all-seeing wisdom should conduct all operations and get unfailing rubber stamp approval from the membership.

Both Brayer and I were surprised at the responsive chord our complaint touched. The meeting was really very amusing. Voting was so close that there had to be two or three votes: yeses and noes sounded about equal; holding up of hands was perhaps complicated by others besides me who held up two hands and got doubly counted. Before the third standing vote, Dr. Buck made an impassioned address that the amendment was silly and unnecessary. The sentiment in favor of Brayer's motion following Dr. Buck's oratory would have interested you to watch: I had no idea the Society had that many members who weren't either members of the staff of the National Archives or people who wanted something from the National Archives. It seemed to be primarily the Southern element of the Society. The vote was a tie, and Miss Norton voted in favor of the motion.

Immediately after this tempest in a teapot precipitated by what I intended as an attack on the Council, the nominating committee read its report which included me for a 3-year term on the Council! I always hate to see tried and true methods, such as taking a dissident into camp, fail; so I advised my associates on the Council that nobody makes as good a Tory as an elevated proletarian, and that I would join wholeheartedly their nefariousness and cast the mantle of dissidence on to Brayer's younger and more Irish shoulders.

Seriously, I am somewhat concerned over the general Ship of State of the Society and did not find the Council meetings I attended after my election very reassuring. In the early stages of the Society, domination by a small active clique was really essential to its projection upon the high professional plane that its creators coveted. However, I think the organization is now old enough, formed enough, and stable enough to survive some extension of the sphere of influencing. In its present setup the Society is in a fair way of becoming a convenient instrumentality for lending professional dignity to individual prejudices rather than serving as a creative instrument for enlarging objective professional knowledge.

This very long-winded letter has the purpose of advising you that you are serving on a committee whose creation is actually just about as pointless as Dr. Buck said it was, but that the dissatisfaction among the members which resulted in its creation is, perhaps, more extensive than I think Dr. Buck realizes.

What I think needs to be done is for the committee to draft a proposed amendment which actually uses the assigned content as a taking-off place to work into the Constitution some restrictions upon the methods of the Council.

I am not speaking for myself, you understand, because once a Tory always a Tory (even for a three-year term), but for what I think is the sentiment of a good many of the members. Let me hear what a cooler and wiser head thinks.

With best regards always,

vg/rf

C. J. G. - Gambrell

THE SOCIETY OF AMERICAN ARCHIVISTS

Proposed Amendment to the Constitution

At its annual business meeting, November 8, 1944, held in Harrisburg, Pennsylvania, the Society

On recommendation of the Council that an amendment to the constitution be drafted to provide for foreign memberships in the Society, as proposed jointly by the Membership Committee and the Committee on International Relations in their reports, and that in the meantime the Society encourage such individual memberships at \$1.50 by supplying \$3.50 to make a total of \$5.00, voted, that the Society authorize the Council to appropriate the sum of \$100.00 for 1945 to be used to stimulate foreign memberships.

The first sentence of Article 6 of the Constitution reads as follows:

The dues of individual members shall be five dollars a year; of institutional members, ten dollars a year.

Pursuant to the recommendation of the Council, it is proposed to amend this article by changing the period to a semicolon and adding -

of foreign individual members, one dollar and a half a year,
of foreign institutional members, three dollars a year.

This proposal is submitted to you as a member of the Society for your advance information and will be presented for consideration at the next annual business meeting, November 6, 1945, in Indianapolis, Indiana.

Lester J. Cappon
Secretary

THE SOCIETY OF AMERICAN ARCHIVISTS

Ninth Annual Meeting

Indianapolis, Indiana — November 6-7, 1945

Advance indications of intention to attend the Ninth Annual Meeting of the Society, scheduled for Indianapolis, Indiana, on Tuesday and Wednesday, November 6-7, is requested in order to facilitate plans for the sessions. The Indiana Historical Bureau, Indiana State Library, and Indiana Historical Society will be hosts for the meeting, and headquarters will be at the Sovorin Hotel. Inquiries should be addressed to Howard H. Pockham, Chairman of the Local Arrangements Committee, at the State Library and Historical Building. Members and others expecting to attend are requested to fill in and return the coupon at the bottom of the sheet.

Reservations for rooms should be made direct to the Sovorin Hotel. The rates are as follows:

Single room: \$2.75, \$3.00, \$3.25

Double room: \$4.00, \$4.50, \$5.00

Double with twin beds: \$5.00, \$5.50, \$6.00, \$6.50, \$7.00

Each room has bath and radio. In order to allow rooms for all attending the meetings, it is requested that some persons double on rooms. Members are asked to indicate their Society affiliation when making reservations. Luncheons will be \$1.50; dinners \$2.50.

The American Association for State and Local History will meet in Indianapolis on November 7-8. As has become customary, the Society and Association will hold a joint dinner meeting on November 7. The Indiana Historical Society will give a tea for members of the Society at the Historical Building on November 7 at 4:30.

Lester J. Cappon
Secretary

.....
(Please mail to the Secretary, University of Virginia Library, Charlottesville, Va.)

I do ☐ expect to attend the Ninth Annual Meeting of the Society of American
do not ☐

Archivists at Indianapolis, Indiana, November 6-7, 1945.

Name _____

Address _____

THE SOCIETY OF AMERICAN ARCHIVISTS

Nominating Committee

To the Members of the Society of American Archivists:

The constitution of this Society contains the following provision concerning the functioning of the nominating committee: The committee "shall consult the membership for suggestions, shall make nominations for officers and members of the council, and shall prepare ballots containing the names of its nominees and of all who may be nominated by petition of ten or more members filed with the secretary at least two weeks in advance of the annual meeting at which the election is to take place. A majority of the ballots cast by the members and delegates present at the meeting shall be necessary for election. Only individual members shall be eligible for election as officers or members of the council." You are requested, therefore, to indicate your suggestions on the blanks provided below.

The present officers and council members are as follows (dates in parentheses indicate expiration of terms): President, Margaret C. Norton (1945); Vice President, Christopher Crittenden (1945); Secretary, Lester J. Cappon (1945); Treasurer, Holon L. Chatfield (1945); Council members: Morris L. Radoff (1945); Horbert A. Kollar (1946); Philip C. Brooks (1947); Selon J. Buck (1948); Howard Pockham (1949).

Please indicate below the names of the persons whom you wish nominated. Under the Constitution of the Society the President may be elected for not to exceed three consecutive years (President Norton has served two years). There is no limitation on the number of terms to which the Secretary and the Treasurer may be elected. The Vice President and the retiring member of the Council are ineligible for immediate reelection to the same offices.

The nominating committee is composed of Morris L. Radoff as chairman, Philip C. Brooks, National Archives, and William D. Overman, The Firestone Tire & Rubber Company, Akron, Ohio. While replies will be accepted up to the deadline set by the Constitution, members are urged to facilitate the work of the committee by sending their suggestions by October 20. Correspondence should be addressed either to the undersigned, at the Hall of Records, Annapolis, Md., or to the Secretary, Lester J. Cappon, University of Virginia Library, Charlottesville, Virginia.

Morris L. Radoff
Chairman, Nominating Committee

.....
President _____

Vice President _____

Member of Council _____

Secretary _____

Treasurer _____

Date _____ Signature _____

1105 South Second Street
Springfield, Illinois
March 22, 1946

Mrs. Virginia Leddy Gambrell, Archivist
Dallas Historical Society
Hall of State
Dallas 1, Texas

Dear Mrs. Gambrell:

As the presiding officer over the meeting of both the Council and of the annual meeting of the Society, I presume I should take umbrage at the letter you sent to Doctor Connor. However, it merely amused me. As a matter of fact, the discussion at the annual dinner was actually little more than the annual traditional razzing of the president. Perhaps it is unfortunate, and perhaps it is a good thing, that the usually dry business meetings of the Society are always rather hilarious affairs. It is a good thing that they are, because the knowledge that it will be fun means that it will be fun attending the meetings, also because everything is in a good natured spirit it does give people an opportunity to get out of their systems any criticisms of the Council.

As a matter of fact, the discussion over the dues to foreign members is one thing, and the discussion of the proposed amendment to the constitution is something else. Insofar as members were taking opposition to the procedure for amending the constitution I was a member of the committee which drew up the constitution and that matter was quite thoroughly canvassed. We decided that since only a certain proportion of the members are in attendance at the annual meetings any notice of a proposed amendment should be sent to all members of the Society a certain length of time before the annual meeting, giving them an opportunity to file any protests. This procedure was followed strictly in this proposed amendment to the constitution; people who knew nothing about it or who claimed it was being railroaded simply failed to read the notices of the meeting. Personally, I vote against amending the procedure for amending the constitution, feeling that as the constitution stands at present, it is satisfactory.

The matter of subsidies, as you call them, for foreign archivists was quite thoroughly discussed in Council. It is probably unfortunate that the background for this was not given at the meeting. We are anxious to have close cooperation between American and foreign archivists. In order to do this we wish to attract members to the Society. It is not unreasonable, I believe, to assume that foreign members will not get as much out of their membership as American members, especially since these foreign members also have

the burden of paying dues to their own associations. Right now, especially, the Council feels that European archivists are unable to afford high membership dues. It was the thought of the Council that temporarily at least it would be a nice gesture to make special rates for archivists of other countries who might like to subscribe to the American Archivist. There was no feeling of condescension so far as members of the Council were concerned.

I feel myself that perhaps the Council takes too literally its constitutional authority to decide matters for the members. The Council, as you will learn when you have been a member longer, gives very careful consideration to every angle of every subject taken up. Administration by a small committee rather than taking every matter up to the Society makes for a certain administrative efficiency. However, it seems to me that it might be desirable in view of the feeling expressed by some of our members, for the Council to make recommendations rather than to announce things as accomplished. For instance, I do not like the idea that only the Council may have any say-so about honorary members. Several times I have been rather disgusted at the attitude of certain members of the Council towards these honorary memberships. It seems to me it might be desirable for the Council in the future to suggest the names of honorary members and to say that the Council has voted on them, but that the Council would like a resolution on the matter from the floor before taking final action. That would still keep the Council's constitutional prerogative of electing members, but it would give members of the Society a chance to express their opinion, and if there were, for instance, a strong feeling against the election of certain persons or the policy of the Council in selecting honorary members the Council would hardly go against the expressed wishes of the members in annual meeting. As a member of the Council you can suggest that it might be wise in the future for members of the Council to make recommendations at the first meeting of the Council and then after discussion of controversial issues in the annual meeting that the Council take its formal action on the subject.

I am very much concerned to get just the right person for technical editor for the American Archivist. A number of people have suggested you, but Doctor Cappon and I both think you have so many other duties in connection with the Society that perhaps this would be too much for you to undertake. You would probably have to give up your Chairmanship of the Committee on Equipment, or perhaps combine that work with the work of technical editor. I have a feeler out for an assistant in one of the Eastern State archives departments who would be able to do it if he had the qualifications. So far I have not had a reply from his chief who ought to know. If this falls through, would you be willing to consider this job? I cannot think of anyone in the Society who would be as capable as you. What we particularly want is someone who will be looking for ideas and getting them in. Be thinking about this and let me know what your

V.L.Cambrell
3-22-48.

-3-

reaction would be. Would you be willing to undertake this work?

I sympathize with you in the matter of personnel on your equipment committee. Actually, however, it is practically impossible to find anyone who seems to have given any deep thought upon the subject. As you indicate, the National Archives people are very much on the defensive, as in my opinion they may well be.

Sincerely,

Editor-Elect
THE AMERICAN ARCHIVIST

NCH:LE



The National Archives

Washington, D. C.

February 12, 1947

Miss Margaret C. Norton, Managing Editor
The American Archivist
Archives Department
Illinois State Library
Springfield, Illinois

Dear Editor:

As my southern friends would put it, "I'm fixin' to send you" some copy on the new Dunwoodie Library and Archives of the Archdiocese of New York. You should receive it in next week's mail.

As for the archives building at Montreat--Karl and I discussed coupling it with Dunwoodie and sending both in at once, but I couldn't get reproductions of my Dunwoodie photographs in time to meet the deadline so told Karl to send in Montreat separately.

As for the Swedish building--we have no photographs since it is mostly underground. The lines on our copy of the plans are so faint I am not sure they can be photographed without excessive cost, and to redraw them would cost still more. However, I'll see what I can do on that.

I'll send you some material from time to time from my notes for the proposed manual. Is it possible to get a few extra copies of my annual report in the January issue?

Sincerely,

Victor Gondes, Jr.
Chairman,
Committee on Archival Buildings

P.S. Heartiest Congratulations on your
excellent January number of AA.

February 17, 1947

Mr. Victor Gondos, Jr., Chairman
Committee on Archival Buildings
Society of American Archivists
The National Archives
Washington 25, D.C.

Dear Mr. Gondos:

Under separate cover I am sending you ten copies of your report. If you need more, let me know. As you know, I split up 25 copies, but am holding back on yours until I know whether the secretary wants copies of the reports. I doubt if he does.

I think the Montreat pictures will reproduce well. I told the printer to put all three on one page, but to use his judgment as to whether to put them on glossy paper as a frontispiece or to run them in the text. Since you supplied the text, I may pull it out of the News Notes and run it under a separate heading. I will see how it looks when I get back galley proof. What you send makes good fillers - I often need a page or two to make articles start on right hand pages, which makes the compiling of separates a rather simple matter.

I will be glad to have the Dunwoodie Library and Archives plans for the July issue.

Thank you for your kind words about the January issue. I do my best, but it is not always easy to get just the kind of articles which I think would appeal. That is why I think your material will be especially valuable in livening things up a bit.

Sincerely,

MANAGING EDITOR



The National Archives

Washington, D. C.

WAR RECORDS OFFICE
29 July 1947

MISS MARGARET C. NORTON, Editor,
The American Archivist,
Illinois State Library,
Springfield, Ill.


Dear Miss Norton:

Karl Trever has just informed me that your deadline for material for the next issue is August 1. I have some photostats of the Vermont Archives Annex on order now but due to the rush of priority work in our photo lab I may not get them for a couple of days. At any rate the material should be posted to you on or near the deadline date, if you can accept this warrant in lieu of the material for the set date.

Are you going to Denver? I am still undecided, but I might make it a honeymoon trip. If I do pass close to Springfield I'd like to stop off to see your establishment.

With best regards, I am,

Sincerely,


Victor Gendoe, Jr.

August 7, 1947

Mr. Victor Gondos, Jr.
War Records Office
The National Archives
Washington 25, D.C.

Dear Mr. Gondos:

Karl Trever's material came last night but I have not had time to examine it. Unless your material on the Vermont archives is included, I think we had better wait to run this in the January issue. I have another illustration (not architectural) for the October issue, so this won't matter. But I definitely hope you can continue with this series of studies because they are very valuable.

It is improbable that I shall get to the Colorado meeting. My eighty-seven year old Mother collapsed during the recent heat wave and is in the hospital with a very serious heart condition. The doctor tells me that she may go at any minute or that she may linger on in a slow decline for perhaps two years. In either event I must decide whether to sell my well located and desirable two family home which is now in perfect condition but which will call for major repairs in a few years since it is twenty years old ; in which case I would build a one-room efficiency on my lot out at Lake Springfield in which to sit out present building conditions; or whether to stay where I am and spend the money I had planned to spend on a new home on the old. In any event I shall have to consolidate Mother's best things with my best and discard the rest. Altogether, I expect to be pretty busy the next month. I am disappointed about missing the meeting but would rather miss one in the West than in the East, for I am one of those persons who don't care for anything west of the Mississippi.

A honeymoon trip, sez he; well, well. By all odds you must stop by here to see our building. I think there are many features which would definitely interest you, and I will be glad to see you, though I may not be in a position to offer you extended hospitality.

Sincerely,



The National Archives

Washington, D. C.

17 December 1947

MARGARET C. NORTON, Archivist,
Editor, The American Archivist,
Illinois State Library,
Springfield, Ill.

Dear Miss Norton:

Day before yesterday I received a roll of blueprints from the Division of Architecture and Engineering, State of Illinois, relating to the State Archives Building. I desire to express my thanks for finally getting these valuable drawings through your intercession. As yet I have not had time to examine them. Lately I have received inquiries about archives from several places, including Tennessee, Indiana, and the District of Columbia.

I am enclosing two copies of a reprint which I have been lately sending to inquirers on "American Archival Architecture" which was published in the September number of the Bulletin of the American Institute of Architects, which is distributed to some eight thousand architects in this country and abroad. It is somewhat a feather in the cap of the SAA Building Committee.

It was with regret that we heard of the loss you sustained in the passing of your mother, but I hope nevertheless that I can properly wish you the best greetings of the season and a happier new year!

With warm regards, I am,

Sincerely,



Victor Gondos, Jr.
Chairman, Committee on
Archival Buildings, SAA.

December 22, 1947

Mr. Victor Gondos, Jr.
Chairman, Committee on
Archival Buildings, SAA
The National Archives
Washington 25, D.C.

Dear Mr. Gondos:

Thank you for the two copies of your reprints from the Bulletin of the American Institute of Architects. I can put one in the archives file and have one for myself. I think you should be proud of this article for it is good, and I find myself in agreement with you which is unusual for I seldom see eye to eye with fellow archivists about archival buildings. I have already advised one archivist to send and get it - Margaret Pierson of Indiana. As you doubtless know the Indiana State Library is getting a warehouse building and Miss Pierson is trying to get as much as possible for a real archival building. The latest idea someone at the top concocted was to give her a library stack level or so on the plea that the lower levels would be safer from bombing attacks. She wanted some arguments in favor of real archival vaults, which I am sending her.

What became of the article on the Vermont building? I wangled an article and illustrations out of Dr. Van Schreeven about his continuous shelves, which article is coming out in the January number. I would like something from you for the April number, pretty please.

This being your first Christmas together will. I know, be a merry one indeed for you and your bride. I am looking forward to meeting her - the people who met her at Denver were charmed by her. You must get out this was soon for your inspection tour - before I building becomes obsolete.

Sincerely,



The National Archives
Washington, D. C.

12 March 1948

MISS MARGARET NORTON, Editor,
The American Archivist,
Archives Department,
Illinois State Library,
Springfield, Ill.

Dear Miss Norton:

The long-promised material on the Vermont Public Records Annex Building is enclosed. My apologies for the lengthy delay. It is, I believe, not due so much to inertia as to the seemingly greater personal necessity to attend to other matters that never cease to urgently demand time. I hope you can still make use of this for the second quarter issue.

X If it does not matter to you I should like to request the return of the photostats when no longer needed.

With warmest regards, I am,

Sincerely,

Victor Gondos, Jr.
Victor Gondos, Jr.,
Chairman, Committee on
Archival Buildings.

March 17, 1948

Mr. Victor Gondos, Jr.
Chairman, Committee on Archival
Buildings
Society of American Archivists
The National Archives
Washington 25, D.C.

Dear Mr. Gondos:

Thank you for the material on the Vermont Public Records Annex Building. This did not arrive in time for the April number, but I have another plate for that so do not feel too badly. This will probably come out in the July number.

Have you seen the drawings for the proposed new building for the Central African Archives at Salisbury? A very small cut of the exterior and plans appears on one page, also an architect's sketch of an interior, appears in Central African Archives in Retrospect and Prospect, 1935-1947, a review copy of which I have just received. I shall be sending it on to Dick Wood after I have read it, but it looks interesting and I want to take my time on it. Doubtless there is a copy in the N.A. library. I think we should make an effort to get a reproduction of this building if we can. A good description is included.

I came back to work Monday after a nearly ten weeks absence on account of illness and am struggling valiantly to catch up with what has gone on, with, so far, the feeling that I am getting about the results of a puppy chasing his tail.

Sincerely,

April 10, 1948

Mr. Victor Gondos, Jr.
The National Archives
Washington 25, D.C.

Dear Mr. Gondos:

Several archivists have written to ask if it would not be possible for us to reprint your article on American Archival Architecture from the Bulletin of the American Institute of Architects. I assume from earlier remarks of yours on the subject that you would prefer not to reprint this, but I am wondering if you would not be willing to do a similar article, making such modifications as would seem suitable. I am trying very hard to get more technical articles and am succeeding a little better, but there is still room. Please let me know how you feel about this.

Sincerely,

NATIONAL ARCHIVES
Washington, D.C.
April 25, 1948

MISS MARGARET C. NORTON, Editor,
The American Archivist,
Illinois State Library,
Springfield, Ill.

Dear Miss Norton:

Two weeks ago I wrote a review of a Harvard University research study on lighting, Good Lighting for People at Work in Reading Rooms and Offices, by Holway and Jameson (Boston 1947), which I gave to Dick Wood for transmission to you for the next issue. You also have for the July issue the photostats and write-up of the Vermont Public Records Office.

With respect to your inquiry as to the publication of my article on American Archival Architecture, I may say that there is no bar against publication as it is. It was written at the request of the editors of the American Institute of Architects, and at the time I gave them the copy I had an understanding with them that, although they would copyright it in the name of the Institute, I should have the right to re-publish it elsewhere.

It is hard for me to find the time to rewrite it. In addition to my regular duties during the day I have a project on foot as Department Historian for the Res. Officers Assn. of the U.S., and, in addition, President Paul Douglass of the American University wants my wife and me to collaborate on a book for a publisher interested in getting out something on the educational resources of this city. So I've got my hands full. However, I expect to contribute occasional short squibs to you like those above. I read the bulletin on the South African or, rather, Central African Archives you mentioned, and intended to review it for you, but Dick Wood grabbed it off my desk before I had a chance to do so. Should you desire to re-publish the Institute article for the July issue I'll contact the Institute people to see that they stand by their agreement. If you do not wish to publish it in its present form I shall try to revise it sometime later but cannot promise it at any definite time.

With best regards,

Sincerely,


Victor Gondos, Jr.

May 12, 1948

Mr. Victor Gondos, Jr.
The National Archives
Washington 25, D.C.

Dear Mr. Gondos:

The July issue of the American Archivist has already gone to press, so I won't be printing your article on "American Archival Architecture" until later. I thought perhaps you might want to add or subtract to it for us, but it will be all right as it is, and I would like to have permission from the Institute for its publication at some future date.

Thanks for the review on reading room lighting and for the Vermont article. Please send along similar items as you can. I am disappointed about the Central Archives of Africa building review, but perhaps the National Archives will get a copy that you can use.

You are busy, like the rest of us. I hope you don't take such a cropper as I took last winter because I tried to drive myself too fast. But we do like articles from you.

Sincerely,

December 15, 1948

Mr. Viator Gondos, Jr.
The National Archives
Washington 25, D.C.

Dear Mr. Gondos:

Don't you think we ought to have a discussion of fire detecting and extinguishing equipment for archives, somewhat along the lines of this note in Library Journal?

Sorry not to have had time for a real visit with you at Raleigh. Next year I will be a nobody in the Society and free to circulate among my friends instead of sitting in council and committee meetings all the time, and I think I am going to enjoy circulating a bit more. A Merry Christmas to you and the Mississ.

Sincerely,



The National Archives

Washington 25, D. C.

March 26, 1947

Miss Margaret C. Norton
Managing Editor, The American Archivist
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

The War Department TM 12-257 is in the public domain and any portions or all of it may be reproduced. I would prefer, however, to see The American Archivist publish original articles filling in the gaps and more directly addressed to the problems of state archivists. I believe I could furnish three printed pages quarterly for this purpose.

As a sample, I enclose a draft of an article which was originally intended for initial publication in The American Archivist. Unfortunately, a member of the committee sponsoring the meeting at which the material was presented wanted re-prints for inclusion in his minutes and could not wait for July or October publication. It will be published, after some changes and after it has received official approval by the National Archives, in a bi-weekly utility trade paper so that the all-important re-prints can be obtained promptly.

The article as now written gives the impression that all records are better if on film. This was due to the fact that costs and other disadvantages were covered in other parts of the program. I certainly want to avoid leaving the impression that I am one of those who think microfilm is the greatest invention since Gutenberg's. A paragraph must be added to point out that the economic problems of microfilm were covered elsewhere.

This copy is sent you for your information only. After the changes have been made and officially approved by the National Archives, I will re-submit it for your use, if you desire to print it following publication elsewhere.

In view of the present budget situation at the National Archives, the prospects of publishing a manual comparable to TM 12-257 are not good. The quickest way to get sound advice and practical working procedures to



your readers would be for some individual or organization to place an order with the Government Printing Office for 1000 copies of TM 12-257 at a wholesale price of 30 cents each. These can then be re-sold at 40 cents each, the official retail price, plus cost of postage. If all 1000 copies are ultimately sold, an investment of 300 dollars will yield a profit of 100 dollars.

If the SAA has 300 dollars of "venture capital", here is a chance to make a 25 percent profit. With full publicity in The American Archivist and the library and office management periodicals, I feel that an edition of 1000 could be disposed of. I have a standing order for 100 copies from Kodak, and believe I could sell 100 more to the photographic industry.

If my wife had been willing to consider our savings "venture capital," I would have done this myself.

The Society of American Archivists might, of course, be instrumental in persuading the Government Printing Office to re-print the manual without guaranteeing the sale of any specified number of copies. This process will be slow, however, and the retail price is likely to be set at \$1.00 each.

If you desire, I might draft a letter for this purpose as I can furnish favorable comments from a wide variety of sources to support a claim that there will be a substantial demand for the manual. I might also draft a letter for Dr. Buck's signature to strengthen the request of the SAA by showing the need for the manual in other Federal Agencies.

Yours sincerely,

Daniel F. Noll
Daniel F. Noll

DFN:hh

Also enclosed is a description of the meeting at which the paper on legal problems was presented. This will also serve to acquaint you with what I am trying to do in the field establishing "standards of good microfilming practice" under the auspices of the American Standards Assn.

Could you return the enclosures after they have served your purpose?

Preliminary Report

CONFERENCE ON STANDARD MICROFILMING REGULATIONS

National Association of Railroad & Utility Commissioners
Accounting and Statistics Committee

Washington, D. C., March 11 and 12, 1947

* * *

1. Those present.

Approximately fifty persons were present representing the following governmental agencies, private industries and trade associations:

Interstate Commerce Commission
Federal Power Commission
Federal Communications Commission
Bureau of Internal Revenue
Illinois Commerce Commission
Connecticut Public Utilities
Virginia Corporation Commission
Pennsylvania Public Service Commission
New York Public Service Commission
Association of American Railways
American Telephone and Telegraph
Western Union
Bell Telephone System
American Gas Association
National Electric Light Association
Independent Telephone Association
Commonwealth Edison Company, Chicago
Public Service Electric and Gas Company, Newark, N. J.
Consolidated Gas and Electric, Baltimore, Maryland

2. Purpose of the Conference.

The NARUC Committee, representing Federal and State Commissions with authority over the records retained by certain common carriers and utility companies, is attempting to adopt standard regulations governing the use of microfilm in lieu of keeping inactive records in paper form. Since a single business with operations in 48 states might be subject to 48 different state regulations plus one or more Federal agencies, the need for uniformity is obvious.

At the request of the Committee, specialists in microphotography from the Bureau of Standards, National Archives and Bureau of the Budget and the American Standards Association were asked to lead the discussion outlined in Appendix A.

The invitation to the American Standards Association resulted from its publication in 1944 of a "Proposed American Standard for Microfilms." A ready-made "good practice standard," from non-governmental sources would have had obvious advantages. It would have been free from the stigma of "government regimentation." The fact that it had already been published would have reduced the temptation to make minor changes. Unfortunately, the standard had been prepared by librarians whose microphotography is not complicated by the legal problems encountered in commercial record-keeping.

Prior to the conference, it was proposed by Mr. Noll, that the basic features of the War Department Technical Manual on microfilming records came much closer to meeting legal and other operating problems. Since Mr. Noll, of the National Archives, was also a member of an ASA sub-committee on microfilming, he was designated to represent that association at this conference.

3. Salients Points of Discussion.

In addition to the panel discussion, two half-day sessions were devoted to informal discussion. The following are considered worthy of inclusion in this report:

a. Federal and state regulatory commissions are currently approving the use of microfilm when requested for specific records. The volume of such requests is already becoming burdensome. Samples of the completed film are rarely seen by the approving agency. No standards have been established, the carrier assuming all responsibility for the adequacy of the microfilms as a substitute for the paper records.

b. It is probable that some members of the NARUC Committee were overly enthusiastic about possibilities of microfilm in relieving the burden of accumulated records. Mr. Robertson of AT and T Company expressed the fear that regulatory agencies might consider microfilm the major solution to the problem, when in fact it offered little relief as the cost of microfilming was roughly equal to the cost of storing the paper records. He stated that his company needed to destroy records whose future probable use had reached negligible proportions. In other words, he wanted shorter periods of retention for those records they are now required to preserve.

c. It appeared to be the consensus of opinion that standards of "good microfilming practice" published under the auspices of American Standards Association would be highly desirable. Members of the NARUC Committee and representatives of the private industries or trade associations indicated a willingness to serve on an ASA sub-committee for this purpose.

4. Action Recommended.

At the time this preliminary report was written, no formal action had been taken. It was indicated that the microphotographic specialists of the National Archives and the Bureau of the Budget will be requested to serve as special consultants to the NARUC Committee.

Daniel F. Noll

Daniel F. Noll
National Archives and
American Standards Association

MICROFILMING OF RECORDS OF PUBLIC UTILITIES

Panel Discussion before the Committee on Accounts and Statistics of the National Association of Railroad and Utilities Commissioners, at the Departmental Auditorium, Constitution Avenue between 13th and 14th Streets, Washington, D. C., on March 12, 1947.

Participants

Mr. Raymond Davis, National Bureau of Standards.
Mr. Henry J. Lilienfield, Bureau of the Budget.
Mr. Harland R. Morris, Federal Communications Commission.
Mr. Daniel F. Noll, Photographic Division, National Archives,
also
representing American Standards Association.

PROGRAM

- A. Brief outline of problems of record preservation)
 - 1. Needs of regulatory bodies) Mr. Morris
 - 2. Needs of the companies)
 - 3. Preparation of records)
 - 4. Indexing, filing, and storing records)
- B. Use of microfilming processes in record preservation)
 - 1. Security purposes) Mr. Lilienfield
 - 2. Space-saving purposes)
 - 3. Economic (time-saving) purposes)
- C. Acceptability of microfilm copies as evidence)
 - 1. In support of claims for Federal reimbursement) Mr. Noll
 - 2. In regulatory processes such as hearings)
 - 3. In court cases)
- D. Standards for microfilm preservation)
 - 1. Film base) Mr. Davis
 - 2. Clarity of images)
 - 3. Storage conditions)
- E. Standards for microfilm preparation)
 - 1. Arrangement of records prior to microfilming) Mr. Noll
 - 2. Certifications)
 - 3. Inspections and retakes)
- F. Summary and discussion of proposed NARUC regulation) Mr. Morris

(To be followed by open forum discussions.)

April 15, 1947

Mr. Daniel F. Noll
Microphotographic Consultant
The National Archives
Washington 25, D.C.

Dear Mr. Noll:

I did not mean to bring away your carbon copy of your letter to me, hence I am returning it with this letter.

The article entitled "Acceptability of Microfilm Copies as Evidence" by all means should be published in The American Archivist. The only thing we have now on the subject is the pamphlet issued by the Recordak Corporation which raises the question as to whether that is disinterested. I agreed with you, however, that this may need the paragraph which you suggest concerning considerations of cost. Since I am printing Vernon Tate's "From Binkley to Bush" in the July issue, I am in no hurry for this particular article of yours - i.e., it can come out in the October number which goes to press August 1st.

Your suggestion that you send in a filler for each number on some phase of microphotography more than pleases me. As I told you when we talked in Washington, the chief criticism of the American Archivist has been that we have neglected that phase of archival technique.

The question of publication of a manual with the Society of American Archivists advancing the money would have to be submitted to the Council. They would refer it back to the Editorial Board for advice, but I do not think the Editorial Board could take the initiative. I am a little dubious about the Society's being in a financial position to do it just now because they have several manuals under fire, but your book is something badly needed or perhaps they would consider the proposition. It certainly would do no harm to write the Secretary about it. We could serialize it in part in The American Archivist to save somewhat the cost of printing, but that would take too long and perhaps cut down somewhat on the sale of the manual.

To go back to your proposal to furnish copy for The American Archivist. What I need is fillers which can be used between articles that do not start on right hand pages and end on left hand pages. That is, I am looking for one, two, four page fillers. That is, for about

350 words and multiples of that. Why don't you start out with an about 2 page note in July issue, so the Council could see that we are working together before you approach them.

I am going to be late if I don't bring this to an abrupt close. If I have not covered the points you wish me to discuss, please write me again. Write again, anyhow.

Sincerely,

MANAGING EDITOR



The National Archives

Washington 25, D. C.

August 1, 1947

Miss Margaret C. Norton, Editor
The American Archivist
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

At odd moments over the past several months I have been revising my earlier article on the admissibility of microphotographs in evidence.

A revision seemed necessary for a number of reasons. It has been completed in longhand, but can scarcely be typed and approved officially for release before August 15.

My lawyer friends who have gone over the mss. agree with me that the revision is a substantial improvement over the earlier attempt.

This letter is not a request for extension of your normal August 1 deadline, but to let you know that I have not forgotten you entirely. In subsequent articles where I can speak as an experienced practitioner of microphotography, the careful documentation needed for a legal subject will be unnecessary.

Yours very truly

Daniel F. Noll
Daniel F. Noll



August 6, 1947

Mr. Daniel F. Noll
The National Archives
Washington 25, D.C.

Dear Mr. Noll:

I was glad to receive your letter because I have been trying to get around to write you asking what you are doing about the article on the admissibility of micro-photography in evidence. The October issue is ready for press, or at least it will be as soon as I get the News Notes which are probably in the mail now. The next deadline, for the January issue, will be November 1st. That issue is largely taken up with proceedings, but I always like other articles too, so probably I can use this then. I never make definite promises as to when to publish because I have to adjust and shuffle my articles to make the number of pages come out even, and that is a last minute chore.

Please keep us in mind for further articles and particularly for one and two page fillers.

If you are planning to submit your manual for consideration for publication by the Society, you should present your proposition to the Secretary prior to the Colorado meeting. On account of my Mother's illness I shall be unable to attend, so you should make your proposition self explanatory. If the Council favors such a proposition it will instruct the Editorial Board to pass finally on publication, but I know the members will want to discuss it first among themselves.

Sincerely,

Managing Editor

896 No. Kentucky Street,
Arlington, Virginia,
8 January 1948

Miss Margaret C. Norton,
Managing Editor,
Illinois State Library,
Springfield, Illinois.

Dear Miss Norton:

This is a belated reply to your letter of November 8. The use of my home address has no special significance. I am still with the National Archives. I did not use an official letter-head because my own typing may not measure up to the standards customary with official communications. You may use either my home address or the National Archives at any time.

I did not take up the matter of re-printing the Army manual with the SAA because the Government Printing Office price had increased in one year's time from 300 to 850 dollars for a minimum order. I concluded that the latter sum was out of the question. I have, however, arranged with the Library of Congress to make a master negative of the manual. Attached is notice which you might wish to print in The American Archivist concerning the availability of positive microfilm copies or paper prints at the Library of Congress.

My paper on the legal status of microfilm records is scheduled for publication in the May issue of the Journal of Accountancy. Work on the longer article for the American Archivist is at a standstill. My full time is currently devoted to finding a Foundation willing to grant us a revolving fund for our microcopying and other reproduction services. You can imagine that any diversion of my energies to other matters is viewed with something less than enthusiasm.

Fillers, in the form of questions and answers, might be obtained from me more easily than longer articles. Almost every week brings a letter from some state or Federal agency asking advice on some specific problem. Supplying the answer is sometimes quite a burden, but I feel that that burden can ultimately be reduced if we could refer the inquirer to an answer previously published in the American Archivist. I have more faith in the effectiveness of the question-and-answer approach than in longer publications which must inevitably contain much elementary material to the detriment of the more advanced inquirer. Here are some sample questions:

"How frequently should we test for residual hypo?"

"What is a good specification ^{for} properly exposed microphotographs?"

"How do you file and index short lengths of microfilm?"

"What is meant by the phrase, "integrity of the files", in the microphotographic standards promulgated by the National Archives Council?"

"Should the state archivist or other official performing comparable functions review the quality of microfilm copies made by another state officer before authority is granted to destroy the original records?"

This should be enough to show that the questions reflect real problems. If we ran out of questions we could always concoct a few on timely topics. The inquirer's identity would not be revealed.

I would prefer a regular two-page feature under some such title as "The Microphotographers' Corner". If this arrangement does not meet your requirements for fillers at the end of the long articles, some other solution might be equally agreeable to me.

Let me know your reaction; how many pages of double-spaced elite typing are required per printed page, and what your next deadline will be. Before you come to any definite decision, I will furnish enough copy for at least two issues. By way of introducing a regular feature, I suppose you ought to have a brief statement of the feature's purpose and a short sketch of my experience, qualifications, etc.

Before undertaking to write or edit a regular feature, I would want to clear this extra-curricular activity with the powers here at the National Archives. A few evenings a quarter re-working, some of the replies in my own files, would seem to be sufficient. Typing the copy is quite another matter. You might have work from mss typed by me. The attached notice is probably a fair sample of what you could expect.

The above-mentioned clearance, however, can wait until your plans have taken more definite shape.

With best New Year's wishes.

Daniel F. Noll

Daniel F. Noll

I will furnish both!

O.A. + L.

January 13, 1948

Mr. Daniel F. Noll
896 N. Kentucky St.
Arlington, Virginia

Dear Mr. Noll,

We are sorry to say that Miss Norton is hospitalized and may be subject to major operation, however, we will deliver your letters to her as soon as we have the permission of her physician and in the event that there is any delay we will advise you.

Very sincerely,

THEO J. CASSADY
Assistant to Miss Norton

896 North Kentucky Street,
Arlington, Virginia,
20 April 1948

Miss Margaret C. Norton,
Managing Editor,
The American Archivist,
Illinois State Library,
Springfield, Illinois

Dear Miss Norton:-

At long last, the first consignment of material for the Advice to the Filmlorn Column. You will note that I have attempted to draft an announcement of the new feature, usurping part of the editor's prerogatives. I would like to know at some rather early date whether this instalment is enough for two issues? I have more written out in longhand, but typing services here are very critical.

I have been for the last ~~two weeks~~ four weeks on annual leave working on the manuscript for a monograph for the ~~Publication Service~~ Public Administration Service, Chicago, entitled "Microfilming for Public Record Offices". This was originally planned as a "quickie" version of the Army Manual, but after several weeks of field trips (at my own expense) I have come to the conclusion that we can do much more than simply re-write the old technical manual. P. A. S. will pay me 50 cents per typed page ~~which~~ which, of course, will hardly pay for the typing ~~and~~ after some of the pages have had to be re-typed.

I will send you a copy of the manuscript for comment, but this is not likely to be ready much before September. Meanwhile I would deeply appreciate any description of what you consider outstanding projects or possibilities in state, county or city offices in Illinois. The monograph will virtually ignore the Federal Government offices to avoid the countless concurrences that would be necessary.

The first seven queries that I am enclosing are largely the product of my work on the P. A. S. monograph. They are previews of some of the topics that will be covered. I have several more on the subject of standards of microphotographic quality which differ from those of the National Archives. I felt that it would be better, however, not to overload the first issue of the new feature with what might appear to be critical carping ~~at~~ our present ~~requirements~~ National Archives Council regulations.

I wish that some benevolent philanthropist could be found to finance another month of my salary and provide expenses for ~~my~~ trip to Illinois to forward the cause of the proposed monograph. If you know of any such persons, please send me their names and mailing addresses.

Yours with apologies for the typing,

Daniel F. Noll
Daniel F. Noll

I hope the printer will not balk at the rough "copy" for the AA.

April 22, 1948

Mr. Daniel F. Noll
896 North Kentucky St.
Arlington, Virginia.

Dear Mr. Noll:

Thanks so much for the "Questions and Answers." It is a feature I have been wanting ever since I became editor, but until now without any success. I like your introductory remarks, also, and am glad to be spared the labor of writing it. I would like to use all of this for the first issue just to show people how valuable this feature can be, but can spread it over two issues if that will help you any. I shall have a pretty tight number next time, anyhow.

I am glad to hear that you are doing the monograph for the Public Administration Service, though I think they ought to pay you more than the cost of typing, also your expenses for necessary trips. Have you tried getting help from the National Microfilm Association? They ought to be able and willing to finance such a publication. Vernon Tate is secretary, as I need not tell you.

The most extensive use made of microphotography in Illinois, so far as I know, is in Cook County. I have been trying to get someone up there (Chicago) to write it up for Illinois Libraries, so far without result. I know the county Auditor uses it very extensively, but just how I do not know. The Probate and I believe also the Circuit and Superior Courts there microfilm every document as it is received, and no document is considered to be legally filed until this film copy has been made - which is done before the original leaves the receiving cage to be taken to the vault. The master film cannot be consulted even, and I believe a positive is made, but am not sure. The reason everything is microfilmed is that too many of the original documents have been mutilated or stolen by lawyers asking to see them. The originals are still kept for records purposes because with films it would be impracticable to keep records received at varying dates in order without splicing, which for their purposes should not be done. My understanding is that the file mark on the original document carries the information as to what film roll is involved.

We microfilmed the Tulaski County records several years ago because the original records which went through the 1937 flood, apparently at first without serious damage,

have now begun to fade. Several counties have had their records microfilmed for insurance purposes.

Our State Treasurer keeps his record of warrants issued on microfilm as his only record - that is, he runs the actual warrants through the camera as his only record. The Vital Statistics Division of the Public Health Department have been working on a project to microfilm all their records, planning to use the microfilm for office use and to make projections of this for certified copies. I know they were held up for some time by unsatisfactory performance of the mechanism, but I do not know just what the status is at present - they aren't talking much. Their original birth and death certificates are to be preserved, however. The Adjutant General microfilmed the soldiers' bonus records which were extensively damaged by fire. For office use he keeps the film, but the originals are filed with us in the archives. The State Records Commission which has to approve the quality of film substituted for the original as well as approve disposition of the originals, has been called upon only a few times for such approval of the film. Unless the departments are evading the law, which I rather doubt, this would indicate that microfilm is not being used extensively as a disposal method. Several departments, notably Public Health Department, does a good deal of microphotography.

Our own Photographic Laboratory has just purchased either a new camera or an attachment for the regular camera which will permit simultaneous regular size film and microfilm photography of publicity stills, the latter to be used in making slides. The projector looks like a television screen. The boys were just unpacking the outfit the other day when I was taking a group of visitors through the laboratory, and I haven't found time to get down since. Our laboratory now is spending most of its time on publicity for the Secretary of State's office - stills. That means they are doing practically nothing with microphotography now, but we are getting a lot of new equipment. We now have three full time photographers on the staff.

Sincerely,

896 No. Kentucky Street,
Arlington, Virginia,
28 April 1948

Miss Margaret C. Norton,
Managing Editor, The American Archivist,
Illinois State Library,
Springfield, Illinois.

Dear Miss Norton:

From the promptness with which you responded to my request for data on microphotography in Illinois, I assume that your health is considerably improved. Some of the other state archivists to whom I addressed similar inquiries weeks before have not yet replied. As far as I know they are enjoying robust health and they are not loaded with such other responsibilities as putting a quarterly journal to press.

You may publish all of the first instalment of Advice to the Filmlorn in one issue. If it is definitely to be the July issue, I would like to know as soon as possible so that I can get busy with the a second instalment of about the same size. I believe that after the first issue, it will be safer to spread the questions and answers out thinner.

I regret that I have had some experiences with the president of the National Microfilm Association that lead me to avoid seeking help from that source. In spite of many sterling qualities, he is very naive about what can be said or written with propriety to a person in my position. Another vendor has sensed that my monograph would be an excellent medium for introducing a new product and has indicated in a discreetly veiled manner that he could give me more than moral support for my good works. If I must fall into the pit, I prefer to slip in rather than to be shoved there.

Paradoxically, the reason for my seeking funds from a philanthropic Foundation is not that my work could not be financed otherwise, but that it might too easily be financed by those whose interests are not unselfish.

When I find some Foundation that might be impressed with the need for leading monograph-writers away from temptation, I will support my application with samples of my "good works" as published in The American Archivist and elsewhere. This will take a little more time, but I believe that by the first of the year I will be ready to make a serious bid for Foundation support. This will explain my willingness to have you use the entire first instalment of Questions and Answers in one issue. I only wish that I started this campaign a year ago.

Sincerely,

Daniel F. Noll

The paper on legal problems ^{was} scheduled for the May issue of The Journal of Accountancy.

I have not heard further from them.

May 7, 1948

Mr. Daniel F. Noll
896 No. Kentucky Street
Arlington, Virginia.

Dear Mr. Noll:

The July issue of the American Archivist should have gone to press last week-end but the News Notes were late and I myself had to be in the northern part of the State for four days dancing attendance upon a circuit court before which I was a witness. I hope to get it off this week-end. I presume I shall use all of your questions and answers this time then, if that is agreeable to you. I haven't calculated my pages yet but I think there will be room for all of it. I will want copy for the October number by August first. I am delighted that you can supply us.

Are you still planning to write something especially for us along the lines of your article which was to appear in the Journal of Accountancy?

We have a promise of an article on infra-red photography by Mr. George T. Eaton of the Industrial Sales Division of the Eastman Kodak Company. I was hoping we could find someone with some archival background for this but the contact was made through a relative of Carl Lokke's in the company.

Sincerely,

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119

The Army manual on the microfilming of records, reviewed in our October issue, is not available from the Government Printing Office. Copies of this 98-page manual, however, may be obtained from the ~~Library~~ Library of Congress in the form of either positive 35 mm film at a cost of \$1.00 or as paper prints, similar to photostat positive prints, at a cost of \$5.00. Orders, addressed to the Photoduplication Service, Library of Congress, Washington 25, D. C., should specify "War Department Technical Manual No. 12-257, Microfilming of Records" and the type of reproduction, film or paper prints. Checks, payable to the Librarian of Congress, should accompany all orders.

896 No. Kentucky Street,
Arlington, Virginia,
11 June 1948

Miss Margaret C. Norton, Editor,
THE AMERICAN ARCHIVIST,
Illinois State Library,
Springfield, Illinois.

Dear Miss Norton:

I am writing this letter without having before me the letter from you which it is intended to answer.

As I recall it, you said the dead-line for the questions-and-answers material for the October issue would be August 1. This can be met easily enough; but I would like to know as soon you have the proofs for the July issue about how many pages of ~~typewritten copy~~ printed copy the last lot of mss. made.

You also asked me about the prospects for a full-dress article on legal problems. My answer is that with the Public Administration Service monograph and the questions-and-answers for The American Archivist, I believe I will have my hands full. Also, your readers may want to enjoy some surcease from writings on microphotography.

Mr. Papworth of The Journal of Accountancy has assured me that the paper Phil Brooks read for me last Year's meeting will appear in his July issue.

And now that we have mentioned Phil Brooks, we were all very surprised to hear of his leaving the National Archives. I am sure, however, that his leaving had no connection whatever with the appointment of Wayne Grover as Archivist of the U. S. I happen to know that Wayne has a very high regard for Phil, and that Phil feels that Wayne will turn in a very creditable performance at the National Archives. It was simply a case of more money for Phil in his new job than he had any reasonable prospect of getting at the National Archives.

with Vernon Tate

I have discussed the possibility of my getting a grant from one of the Foundations for two or three months' expenses on the monograph on Microphotography for State and Local Government Offices. He thinks that it might be arranged ~~xxx~~ without any of the money coming from "tainted sources". He has advised me to submit a prospectus that he can "peddle around".

I hesitate to have Public Administration Service publish what I have ready at this time, since I only expect to attempt such a manual once in my life-time and it would take just a little more time to make it really worth-while.

I find that I am something of a fund-raiser in my own right. Last fall, I started a campaign to finance the File Microcopy program independent of Congressional appropriations. As a result, the Rockefeller Foundation has agreed to make a grant of \$10,000 to the National Archives Trust Fund to permit us to have a special account into which all receipts for reproduction services will be deposited. Also, an additional grant of \$10,000 was made to permit us to increase our stock of master negatives for the File Microcopy program.

An announcement of these grants, however, would be somewhat premature. We have also been working to secure legislation to permit the National Archives to have credited to its appropriations the full amount of any receipts from services rendered to the public. This bill recently passed the House and may be passed in the Senate before the end of the session.

If this special legislation is passed, we will not need the \$10,000 grant from the Rockefeller Foundation to establish a revolving fund. We may turn this money back to the Foundation or ask it to make the money available for other more productive purposes.

I would like to have some money to experiment with the possibility of making copies of the File Microcopy material available on a rental basis. In other words, inter-library loans of microfilm copies. Why should a librarian have buy \$1,000 worth of File Microcopies of Consular Dispatches to the Far East, simply because one of his faculty members is interested? Or maybe a graduate student has returned from Washington with a glowing account of what is available at the National Archives! After all, buying a series of File Microcopy is a good deal like buying a pig in a poke; and, since the Foundations largely furnish the money for these librarians, it might be cheaper for the Foundations to finance our experiments in inter-library loans of microfilm copies.

I admit that these proposals are radical and may affect our sales of File Microcopies adversely. On the other hand, it may stimulate these sales. The National Archives has frequently been criticized for not advertising its wares. These rental copies of File Microcopy, it seems to me, would be step in the right direction.

I suppose you have already seen some of the letters that were sent to the Rockefeller Foundation on the subject of a grant. Frankly, the version that was signed by Dr. Buck did not resemble my original drafts. No mention was made of the inter-library loan of File Microcopy. I now hope that we can return \$10,000 to the Foundation as the result of solving the revolving fund problem, or ask it to let us use the money for this experimentation.

In the course of planning this campaign for help from the Rockefeller Foundation, I had written out in longhand an article on the utilization of research materials in the National Archives. If I can ever get it typed and polished up, it might make a good article for The American

American Archivist or one of the historical journals. It is really much closer to being finished than anything else in my hopper. I probably should send it to you for comment as soon as I have it typed. It emphasizes the problems of the National Archives; and now that our own campaign is practically won, it might be broadened to cover the problems of the state archivists.

Another one of my undertakings is also nearing completion. I have long needed some specimen rolls of microfilm to illustrate the principles of the Army manual. We also receive at the National Archives numerous requests for publications in the field of archival science, records management, and microphotography.

I have, therefore, recently completed a master negative on 16mm film of all issues of The American Archivist from 1938 to 1948. On the title target I have called it Roll No. 1 of a series of micropublications issued by the Society of American Archivists. This would, of course, be presumptuous, except that I will not distribute any copies of this film until the project has been cleared with the Society. This first roll is called "An example of self-indexing Microfilm".

I have started Roll No. 2, which is an example of the Item Number system of Indexing. It is the first in a series of "Selected Readings in Archival Science". Item No. 1 in this series are the Proceedings of the 1938 Meeting of the SAA. Item No. 2 may be the proceedings of the Interagency Records Administration Conference. Other items on this reel may be relatively hard to find excerpts or articles, such as the Archives Sections of Illinois Libraries, and other materials on archival problems.

Roll No. 3 will be devoted ^{to} materials on microphotography. You can well imagine that I have some unique materials on this subject and that I will include the Army Manual on this reel. This roll is not likely to be finished, however, until the financial arrangements and sponsorship for a continuing project have been settled.

So far, I have paid for the film out of my own pocket and I expect to photograph all of the material myself without charging anything for this labor. The idea arose out of the desire of Phil Brooks for a complete file of The American Archivist on film. I have used 16 mm film for two reasons, economy and the fact that some of the potential customers may not have 35 mm readers. It is also an experiment in the practicability of using the less expensive film, in spite of the known predilection of librarians for 35 mm film. Photographed at 19 reductions the pages of The American Archivist appear on the standard reader screen slightly larger than in the original publication. The finest print is easily legible.

If I finally see no other way of financing this experiment than through the Society, I will undertake to keep the negative and ~~make~~ have the positives made by Recordak as orders are received. At the moment there is no way that the National Archives could officially undertake this project because the publications copied are not official Government records.

There will be no profit in this project for anyone. I believe that the file of The American Archivist will cost a little over \$4.00 for the positive print only. Something will have to be added for mailing costs, and while I would like to charge something additional to re-capture the cost of the film for the negative, I am not going to worry about that at this time.

Before I proceed with the other two rolls, I am going to seek some help in selecting materials to be included. I will also want to get settled the matter of sponsorship for the project.

I will probably send you in the near future a positive print of Roll No. 1 for your comments. We then may be able to have ~~ready~~ a more concrete proposal to present to the Society at the fall meeting.

Wow! This turned out to be a long letter. I hope you enjoyed reading it as much as I enjoyed writing it. I hope that you will not feel obligated to write a long letter in reply.

I believe that I have asked only one question that needs an answer: How much stuff will you need for the October Advice-to-the-Filmlorn? The rest of this letter is largely informative.

Yours very truly

Daniel F. Noll

Daniel F. Noll

896 North Kentucky Street,
Arlington, Virginia,
28 June 1948

Miss Margaret C. Northon,
1105 South Second Street,
Springfield, Illinois.

Dear Miss Norton:

Enclosed find proofs of "From the Microphotographer's Mail" for the July issue. They answer my question on how much text my mes. makes, asked in my letter of June 11.

I have made one or two corrections in pencil, as I am not too sure of the proof reader's symbols. You may have to go over them in ink.

The first three paragraphs, announcing the new feature, are *not* sufficiently identified as the editor's own comments. The solution to this problem is left to you.

When I saw that about eight pages of text were involved, I got the impression that the microphotographic camel was getting into the archivistic tent. I asked Mr. Almon Wright to read the proofs and to give me his honest opinion as to the proper length of the initial installment. To my dismay, he did not agree that six pages would be enough for the average reader. I asked also whether he did not think that each item was too long. I argued that the poor reader might find the main point obscured by too full a treatment of each subject. He said he liked them just the way they were. He did say that about four pages per each subsequent issue might be enough.

Mr. Wright objected, however, to the use of the material as "fillers". He said he thought the feature ought to stand on its own. He also doubted whether the items could really be used ~~as fillers~~ fill out the bottom of a page. He did not see much point to trying to use them to fill a blank page.

I pass these comments along for whatever they are worth to you. I will, in spite of Mr. Wright's comments, try to cut down the length of each item in the next instalment due before August 1.

You may be interested to know that there have recently arisen some very cogent reasons for completing the full-dress article on the legal status of microphotographs. An assignment for duty with the administrative office of the Supreme Court to work out some experiments for the use of microfilm by all Federal courts is very much in the offing. The completion of the manuscript might then be done on "official time". If so, the article might be ready for the October issue of The American Archivist. I fear, however, that it will run to 16 pages, even with liberal use of footnotes.

Very truly yours

Daniel F. Nell.

July 2, 1948

Mr. Daniel F. Noll
896 North Kentucky St.
Arlington, Virginia.

Dear Mr. Noll:

Thank you for returning the proof, which I corrected according to your suggestions. I too would prefer to have your column separate as a column, but 96 pages is all too little space for all the material I have to print, and using yours as fillers may be necessary, though I hope I can keep it as a column by itself.

Please send along your proposed articles, for as I wrote you before, the AMERICAN ARCHIVIST has never published anything on microphotography, which I think is a disgrace. An archaeologist digging up our first ten volumes would never guess how much microphotography has changed the thinking of American archivists!

Your questions and answers are all right. Use as much space as you need to give a useful answer to the questions. I have no patience with editors who try to tell contributors that every section must contain just so many words. I will have to put a limit on the average length of the whole column - shall we say, try to keep it not over five pages in the future? But if you need more space for something which seems to you particularly pertinent or important, we will try to squeeze it in. But I am not concerned with the length of individual items as such.

Needless to say I am very much interested in your proposals concerning microfilming of back numbers of the American Archivist. I think, though, that that is something which would have to be passed upon by the Council of the Society. I doubt if it would interfere with the sale of our reserve stock, but some of the members of the Council might not be agreeable, so I think you should present it as a proposition, for discussion at the November Council meeting. Send it along to Lester Cappon.

I feel sure that your suggestion that you microfilm a select reading course on archival technique would meet with a favorable response. I know something of the sort would be useful to us here. You should of course secure permission for the reprint from the various publishers. Particularly I think the proceedings of the Interagency Records Administration Conference should get wider distribution than at

present. We occasionally print something of their's in Illinois Libraries but much of it is not suitable for our publication.

I like also your porposal for interlibrary loans on documents of microfilm. As you say, there would be lots of people who would want to borrow rather than to buy, but those who want to buy will anyhow, and I cannot see how it would cut down too much on sales.

When all your arrangements about the File Microcopy program have been worked out, be sure that announcement is made through the News Notes of the AMERICAN ARCHIVIST.

Sincerely,

July 17. 1948

Mr. Daniel F. Noll
896 No. Kentucky Street
Arlington, Virginia.

Dear Mr. Noll:

Just a note to remind you that the deadline for copy for The AMERICAN ARCHIVIST will be August first, despite the fact that we are changing printers.

I think our readers are going to be very enthusiastic about your new column, for it is very practical.

Sincerely,

896 No. Kentucky Street,
Arlington, Virginia,
17 August 1948

Miss Margaret C. Norton, Editor,
The American Archivist,
Springfield, Illinois.

Dear Miss Norton:

On my return from my vacation yesterday, I found the 25 sets of tear-sheets and your letter of August 10.

The 25 copies of the debut article will be used largely to recruit subscribers and to encourage editors of other magazines to re-publish all or part of the questions and answers. Before I send any ~~set~~ copies out for this purpose, however, I would like to receive from you some idea of the conditions under which you would like to have the material re-printed. I assume that some simple acknowledgment such as "re-printed from The American Archivist" would be sufficient. The Library Journal and Special Libraries are the two principal publications that I have in mind. If you think you have some better "contacts" with these publications or if you would prefer to handle this kind of transaction, let me know.

I was pleased that you were more pleased with the copy for the October issue than with the initial instalment. I have been having trouble assembling my carbon copies so that they made any sense. I had to ~~do~~ quick re-write on the Friday night before I mailed them, and apparently I destroyed the wrong set of carbons. I had re-written the first part a little to meet Henry Eddy's request, and the article on micro-cards was altered at the suggestion of the new Assistant Archivist. My original version was a little too ~~strong~~ critical of some of the wild statements in the Microcard Bulletin. After cutting it ~~out~~ down, I then wrote the material on the authentication of a roll of microfilm from scratch. (I did not tell your readers that these rolls of film had to be authenticated in ~~compliance~~ compliance with a treaty ceding the Alaskan territory to the U. S., and that it is possibly the first instance where the Soviet has recognized the validity of a treaty executed by Czarist Russia. Also, that these were positive prints of some File Microcopy made about four years ago. All that might have been very interesting, but I did not have time that Friday to clear any such story with the State Department.) I hope that you have really read my contribution carefully and that the originals I sent you made more sense than the carbon copies I have here.

The difficulty I had with the Microcard question would not have arisen, if it had not appeared that the item was representative of the official correspondence I conduct here at the National Archives. Bob Bahmer was quite correct in questioning its propriety. Next time I will know better than to engage in such controversial

Next

subjects.

Don't mourn over the loss of the article on evidence that appeared in The Journal of Accountancy. A few days before it came off the presses, it was made out of date by a ruling in a court that is still being kept something of a secret. I may never get all the details, but it seems that a Federal Court was not at all impressed by the Federal statute governing the disposal of records that have been microphotographed, nor with the procedures set up by the National Archives Council, etc. In short, the learned judge refused to permit the admission of a microphotograph in evidence in a forgery case. Since the point will hardly be contested, it will probably never be reported in the law books, and the agency of the Federal Government is not likely to give me any further details. I will, however, cook up a hypothetical question and answer for the December instalment, and at some future date I will try to squeeze in the full-dress article that will be adapted to the archivists of governmental records.

I estimated that I gave you enough for about ~~nigh~~ six pages for October. I shall be interested to see whether and how you can use it as a filler.

For December you are ~~likely~~ likely to get close to eight pages again. Unless you have a very tight issue, I suspect you will want to print all that I send you. I am going to take up some of the 64 dollar questions.

Again my letter seems to have to have grown to some length. There are only two points on which any answer is needed. What form of acknowledgement do you want where items are re-printed and would you prefer to invite re-publication in the library trade periodicals or shall I go ahead and handle that assignment?

Yours very truly,

Daniel F. Hoell

August 25, 1948

Mr. Daniel F. Noll
896 No. Kentucky Street
Arlington, Virginia.

Dear Mr. Noll:

You raise the question of reprinting your column in some other periodical. It is the practice among editors for the editor of the magazine which wishes to make a reprint to write to the editor of the magazine in which the article appeared soliciting permission to reprint. I do not think it is customary for one editor to request another editor to make such reprints, especially, as in the case of Library Journal, where the magazines are exchanged so that each is aware of what the other is printing. There would certainly be no objection on our part to reprinting, though I do not think we should give a blanket permission to reprint anything because there might be times when we would not be agreeable to it.

Library Journal used to have a column of its own on micro-photography but I guess that has now been discontinued. I do not think librarians would generally be interested in the sort of questions and answers you are giving us from the archival point of view, but they might be in some of them. What we all like particularly about your column is the fact that it is written from our point of view, whereas most of what has come out on the subject so far has been from the library angle and not too useful to us.

Your copy for the October issue sounded all right to me, but you will be getting galley proof and can make such minor amendments as seem desirable to you. That proof has been promised for some time this week, but has not yet come to me.

Send along copy for the January issue whenever you get it ready. I would be glad of ^{high} one sub-editor who did not wait for the deadline to begin thinking about his assignment.

Sincerely,

DANIEL F. NOLL
896 NORTH KENTUCKY STREET
ARLINGTON, VIRGINIA

7 December 1948

Miss Margaret C. Norton,
1105 South Second Street,
Springfield, Illinois.

Dear Miss Norton:

Enclosed are the galleys for the January issue of the American Archivist. I have deleted one whole paragraph and sentences on the end of two paragraphs to help keep the length down to six pages.

For the April issue, I would like to submit an article on how to plan a microfilming project. It is an actual case, now in process, of the official files of Roosevelt while Governor of New York State. The file was rather a typical mixture of routine correspondence in a 500-alphabetic division folders and special folders for the more important persons and topics. The solution was to photograph the 500 folders as the General Correspondence, by-passing the special folders. This General Correspondence was then in strict alphabetic sequence and the cartons of film can be completely self-indexing. The special or individual folders were then to be microfilmed under an item number system of indexing, which had a great many advantages from the viewpoint of both the searcher and the camera operator.

The preliminary survey of the records and all the steps necessary to instruct all concerned on the detailed methods of procedure will be described. Also some of the alternate procedures which were discarded and the reasons for discarding them should also be included.

To do this effectively, however, will probably require about four pages of line cuts. The article may well be too long for a single issue. If so, we can probably state the problem in the April issue and the solution in the July issue. Although the discussion will probably be very interesting, I believe your readers will survive the suspense, if your budget will stand the expense of the line cuts.

Rough sketches and text will be ready by January 1 so that if this article can not be run in April, I can still whip up another serving of the typical questions and answers. If you foresee from these meager details that cuts will be out of the question, please let me know.

Sorry that my family budget did not permit me to go to Raleigh last September. Another factor in my staying away was that I was being considered for a job as business manager for a large law firm at a very attractive salary, and I had to be on tap for interviews. I did not get the job; but for family reasons I had to try, even if I was not too eager for anything but the fatter pay check.

Yours very truly,

Daniel F. Noll

Springfield, Ill.
Dec. 16, 1948

Mr. Daniel F. Moll
896 N. Kentucky St.
Arlington, Va.

Dear Mr. Moll:

Thank you for making the deletions in the galley proof. I think an article in the April issue on how to plan a microfilm project will be both practicable and helpful. I like to have a good technical article for each issue and do not have one for the next number. I do not have other illustrations so I think we can use the four pages of line cuts. If possible I would like to use the entire article at one time but we can tell better when we see that. I have another long article for the April issue and might have to divide yours, but I hope not.

I was disappointed not to see you at Raleigh but can understand how you felt it necessary to remain in Washington. I am glad you are staying with the National Archives. Certainly your contribution to the American Archivist is the first thing written from our point of view on the subject of microphotography and that makes us all want you to continue in that field.

Sincerely,

MCN:mr

DANIEL F. NOLL
896 NORTH KENTUCKY STREET
ARLINGTON, VIRGINIA

January 5, 1949

Miss Margaret C. Norton,
Editor, The American Archivist,
Illinois State Library,
Springfield, Illinois.

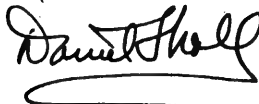
Dear Miss Norton:

This is just a note to tell you that my plans for ^a special article requiring cuts for the April issue will have to be abandoned. You will receive copy for the usual question and answers.

I have had to spend most of the past three weeks on work for the Treasury Department, including a week in Chicago, to the exclusion of all other matters. It seems that I will be visiting Chicago about once a month until summer, and I hope to slide in a trip to Springfield on one of these occasions.

With best wishes for the New Year, I am

Sincerely yours,

A handwritten signature in dark ink, reading "Daniel F. Noll". The signature is written in a cursive style with a long, horizontal flourish underneath the name.

January 21, 1949

Mr. Daniel F. Noll
896 North Kentucky St.
Arlington, Virginia.

Dear Mr. Noll:

Naturally I am very much disappointed that you are unable to do the paper on setting up a microfilm project which you promised for my last issue. One's work has to come first, and I appreciate your interest. I am glad you will be sending me the usual questions and answers column for that is really good. I hope you will do the article for Karl Trever, for, I for one, would find such an article most helpful.

Yes, indeed, you must get down to Springfield on one of your trips to Chicago. It is not too easy to do in a day. I usually take a sleeper from here to Chicago then return the next evening. You could reverse the procedure. One month the Illinois Central has a set-off sleeper between Springfield and Chicago, the next month it is the Gulf Mobile and Ohio (still called by most of us, the Alton railroad). The first train from Chicago gets in at noon, the last train out (except the sleeper) leaves here on the I.C. at 6:55 (due Chicago 10:10). Our best train out is the Alton 6:21 P.M. which gets into the Union Station about 9:45 P.M. None make good connections with Eastern trains in either direction. Come on down any time. Let me know ahead if possible. I expect to be in town all the time, but occasionally have to be out of town for half a day to a day.

Sincerely,

microfilmed and sent to the case files. The carbons, of course, are then destroyed.

From brief, first-hand observations in county courts in two states and in one Federal court, it seems to be the consensus of opinion that the microfilm method is approximately 1/25th as costly as either the photostat or transcript method. In one court with a work load of about three hundred pages per day, two clerks were made available for other duties. In the majority of the courts visited, cameras were purchased or rented the year around and some micro-filming of older as well as current records was undertaken. In general, originals of older records were not destroyed, but moved to low-cost warehouse space at some distance from the main courthouse. Although the problems encountered so far have not required any special care in identifying or indexing the microfilm rolls, it was apparent that difficulties might arise when the microfilm collections become more extensive and more varied. The microfilms of current records have not been transferred to depositories removed from the courthouse.

On April 20, 1949, Chief Justice Vinson of the United States Supreme Court approved a report⁸ on the experiments conducted since last July in the United States District Court for the District of Columbia and instructed the Clerk of that Court to maintain the following records on microfilm in lieu of Order and Minute Books: 1) in civil cases and proceedings, except adoption proceedings, each judgment and order; 2) in criminal cases and proceedings, each judgment, order, indictment, bond, and all other formal entries of court transactions.

In commenting on the results, which "exceeded their utmost expectations," the report stated: "... As an illustration of some of the economies . . . it was estimated that the cost of the new system would be less than one dollar for every twenty-five dollars of costs under the present system; that one file cabinet [for film] . . . would provide . . . sufficient storage for thirty-five years . . . and that the business of the court would be considerably expedited and services to the bar and litigants materially improved."

⁸ Report of the Proceedings of a Special Meeting of the Judicial Conference of the United States, March 24-25, 1949.

THE MICROPHOTOGRAPHY OF CURRENT COURT RECORDS

by DANIEL F. NOLL

*Consultant on Microphotography
National Archives*

Microphotography's spectacular space economies frequently obscure the even more substantial savings possible when microfilming is applied to current record operations. In private industry, millions of checks, vouchers, sales slips, waybills, and even laundry tickets are microcopied daily to reduce the clerical costs of listing and posting current accounting transactions. Improved accuracy and space savings may result, but the main advantage lies in the time and labor saved. During the war, the Washington office where all Army freight bills were paid used a microfilm procedure that eliminated one copy of all bills of lading. In approximately four years, it has been estimated, over three million dollars were saved in the cost of handling and filing eighty-four million sheets of paper — at a cost for microfilm of less than \$50,000.¹

It is hard to imagine that the uses of microfilm in banks, department stores or Army finance offices have any relation to the problems of court records. When we contemplate court records, we visualize musty records in basement vaults. We suspect that many of the records have already outlived their usefulness; but, since it would take a crystal ball to tell which one of these documents might some day be needed to unravel some tangled problem of property or citizenship rights, the court clerk may think of microfilm as a solution. He is told that one thousand document pages will require only a dollar's worth of film and that in a few hours anyone can be trained to photograph ten to thirty pages per minute with these nearly automatic cameras. When he multiplies the low unit cost by the total number of documents in his files, however, he arrives at a rather substantial total. Even if the microfilming costs would be repaid in five or ten years, the fact is that governmental offices live from one appropriation year to the next. In most counties expenditures that can be justified only out of future savings have to be financed by new bond issues. Furthermore, the cost of space is a very intangible item; the court clerk rarely pays out of his own budget for the space in the courthouse which his old records occupy. Too often, the custodian of court records drops his investigation at about this point. As a solution to the problem of old records, microfilm may be all right for big courts, but for him it is a luxury he cannot afford.

For almost ten years, however, a few county courts have been microfilming records in much the same manner as private industry uses the process to "re-

¹ This procedure is more fully described on pages 9-10, *The Evaluation of Microfilming Projects*, proceedings of the Interagency Records Administration Conference, May 9, 1947.

cord" current accounting transactions. About five years ago, an account of one of these operations was published under some such title as "COUNTY CLERK SAVES COURTHOUSE SPACE." Buried in the middle of a paragraph was the statement that microfilm copies of current court orders were being substituted for photostats. The cost of a bound volume of photostat copies was about seventy-five dollars, whereas the microfilm equivalent cost about three dollars. About two years ago, the archivist in that state sent me a summary of this county's activities. Some older records were being microfilmed and mention was again made of the work with current court orders. But, since neither of us knew about the function of the Court Order Book, the major significance of this microfilming was overlooked.

Then, very recently, an experiment in one of the U. S. District Courts brought to light a study of court administration made in 1941. Among other things, the report of this study² included a full description of the manner in which Minute and Order Books were maintained, as well as detailed suggestions for the use of microphotography in this connection. Significant as these proposals were, they have not been cited in bibliographies on microphotography; and it is felt that a summary of those portions bearing on microfilming will interest readers of *THE AMERICAN ARCHIVIST*.

The Minute Books, Order Books, and Journals contain in chronological sequence either abstracted or complete copies of final court actions. The originals in the case files are the primary records used by the public. The Minute and Order Books are secondary records, rarely used by the public; their basic function is to provide some measure of insurance against loss, alteration, or damage to the primary records. Microphotography's speed and accuracy, as well as the compactness and virtually unalterable form of microfilm, would appear to be tailor-made for this purpose. No other copying process approaches it from the viewpoint of economy and permanence.

Statutes must usually be altered, however, to permit substitution of the film roll for the earlier book form of record. Thus, the process could not be used in the Federal courts until certain changes were made in the Federal Rules of Civil and Criminal Procedure. In the following revision recommended in 1941, the words in italics were intended to replace the original language, shown in parenthesis:

79-b. (Civil Order Book) *Record of Civil Orders*.—The clerk shall keep a (book) record for civil actions entitled ("civil order book") "*civil orders*" in which shall be kept in the sequence of their making exact copies of all final judgments and orders, all orders affecting title or lien upon real or personal property, all appealable orders, and such other orders as the court may direct.

A similar change was recommended in Rule 55 on criminal procedure.

Before the microphotographic method can be described, however, the functions and preparation of the conventional record must be understood.

² *Possible Improvements in the Administration of the Offices of Clerks of U. S. District Courts*, prepared by the Bureau of the Budget. Government Printing Office, Washington, 1941 (Out of print).

The Minute Book is an abbreviated "log" of the court's proceedings. Abstracts of final actions are typed or handwritten in loose-leaf books or bound volumes. It differs from the Order Book which contains the full text of the orders. Some courts combine the Minute with the Order Book, in which form it is sometimes known as the Journal. Some maintain Minute Books for criminal cases only. The primary difficulty with the Minute Book is that the lengthy wording of a variety of legal forms requires experienced clerks to insure brief, but accurate, entries.

The Order Book, prior to the advent of microphotography, was prepared in three ways: a) by transcribing the entire order from the original; b) by making a photostat copy; c) by requiring the litigants to furnish an extra carbon copy. According to the survey of 1941, the time required to make transcripts resulted in a record which "lagged months and even years behind current court proceedings." The transcripts were rarely proof-read. The photostat method improved the accuracy and reduced the time lag, but there was little difference between the cost of the transcript and the photostat. The use of copies furnished by the litigants was considered the most economical; but the varying sizes of papers, the lesser legibility of carbon copies, as well as frequent failure to furnish copies of *all* the documents, created another crop of difficulties.

The conventional methods of maintaining these "security copies" obviously contributed further to the bulk of the records in already overcrowded court-houses. The "exactness" of the copies could be seriously questioned. Further, full advantage of the insurance feature was not achieved, since a fire or flood was likely to destroy originals and duplicates as long as both sets were kept in the same courthouse.

The problem of adapting a single mechanized procedure to courts with varying work loads is ordinarily difficult. That most Order Books were found in the 1941 survey to be transcribed by hand can probably be explained by the fact that the relatively heavy investment in photostat equipment was not offset by savings in clerical costs. Fortunately, most microfilm equipment can be rented for 12 months in the year, or only when needed. Records can also be microcopied on a service contract basis, in the courthouse or on the contractor's premise with a deputy present.

Where the microfilm camera is used on a full-time basis, the originals are routed first to the camera and thence to the case files. The originals thus reach the file room in a single day where formerly 4 or 5 days were required by the photostat process. The speed of the camera operations and film economy may permit many courts to photograph pleadings and processes, as well as court orders, thereby increasing the insurance value of the duplicate record. Where the work load is insufficient to warrant full-time use of microfilm equipment, the litigants are required to furnish an extra carbon copy. The copy, so identified, is placed temporarily in the case files; the originals are maintained in loose-leaf binders, not accessible to the public. Periodically the originals are

1105 South Second Street
Springfield, Illinois
March 13, 1946

Dr. Morris L. Radoff, Director
Maryland Hall of Records
Annapolis, Maryland

Dear Doctor Radoff:

As the new Editor for The American Archivist I am anxious to start a new technical section for conducting which I am seeking a technical editor who will collect data on new and good old ideas on archival technique which do not rate a complete article; for instance, I hope to give diagrams and photographs illustrative of the continuous shelving at the Virginia State Library; to have a Notes and Queries column; to collect quotable excerpts from archival reports in this country and abroad, etc. I am hoping also to resume the resumes of foreign articles but that will not come under the jurisdiction of the technical editor. I am anxious to get just the right person to do this. Preferably not a member of the staff of the National Archives, because we want to get the slant of the smaller archival and manuscript department.

Lester Cappon says that he does not know much about your Gus Skordas but thinks possibly he might do for the job. I would like your confidential opinion on this subject; also suggestions for other persons who might come to mind. We want to get someone from a live archives establishment, of which yours is certainly one. Please send your suggestions as soon as convenient.

Sincerely,

Editor-Elect
THE AMERICAN ARCHIVIST

mcl:lk



HALL OF RECORDS
ANNAPOLIS, MARYLAND

April 10, 1946

American Archivist

*Copy of letter
written G. Skordas
sent to Radoff.*

Miss Margaret C. Norton, Editor-Elect
THE AMERICAN ARCHIVIST
1105 South Second Street,
Springfield, Illinois.

Dear Miss Norton:

I wish to apologize for not having answered your letter of March 13 sooner. The delay has been due to the fact that Skordas and I have both worried about whether he could find time to be of any real help to you.

We have concluded that if his field could be limited to one or two categories, he might be able to do the job justice in the limited amount of time that he could find. For example, he is well versed in the problems of physical equipment, and I am sure that he could do a good job of shelving, boxing, filing, and so forth.

I should like to tell you at this time how pleased I am that you have accepted the editorship of The American Archivist. I look forward to a very much improved journal.

If I can be of any help to you, please feel free to call on me.

Very sincerely yours,

Morris L. Radoff
Morris L. Radoff,
Archivist

MLR:LH

1105 South Second Street
Springfield, Illinois
April 17, 1946

Mr. Gust Skordas
Hall of Records
Annapolis, Maryland

Dear Mr. Skordas:

Doctor Radoff has sent me the good news that you will be able to undertake the Editorship of a part of our Technical Section in The American Archivist. Doctor Radoff suggests that you are well versed in the problems of physical equipment. There are three things which I want covered in the Technical Section--equipment, methods, and photographic equipment. I have had in mind that probably we should have to get a second person to do the photographic end of the technical editorship. What I want particularly is to have someone who will keep his eyes open for new ideas and particularly for things which could be illustrated.

For instance, Mr. DeValinger of Delaware has already promised to send illustrations and a description of his excellent display safe cabinet. He is holding back on this waiting for some improvements he is planning to make. I have also written to Mr. VanSchreeven asking him if he could send us sketches, a photograph and specifications for his continuous shelving. So far I have not heard from him. We at Illinois have some sliding shelves which we like as a substitute for the old fashioned roller shelf. Sometime in the near future I think it might be profitable for us to print these drawings and specifications.

I have on hand an article on the Repair of County Record Volumes, written by Albert H. Schneider, a book binder from Arcadia, California. This I shall publish in the July issue. I have also received permission from the United States Bureau of Standards to publish their specifications entitled, "Standard for Permanent Record Photographic Microcopying Film". I also have the specifications for fire resistive record vaults issued by the New York Division of Archives & History, but have not received a release on this. As an editorial I have prepared a short article on some of the problems county officials encounter in changing to modern systems of filing because of improperly planned vault space. This I am illustrating with two photographs from an Illinois court house. I also hope to run a Questions and Answers feature each month. As a sample, I have written a reply to one question--"Shall we bind our manuscript collections, such as our Governor's correspondence, and if so, how?"

Enclosed is a copy of the suggestions I made to the Editorial Board upon taking over the Editorship. This will give you some idea of some of the things I have in mind. However, I expect to give you

a free hand in developing this section. Just how much space will be allotted to the Technical Section will depend upon how much material we get. We shall have to do some experimenting. Probably at first we will find comparatively little to print. Later, when people catch on, I hope we will get a great many suggestions. I think it might be helpful if you would send out a mimeographed questionnaire somewhat to the following effect: "IDEAS WANTED. Put yourself in the place of an archivist visiting your institution. What feature or features--equipment, methods, etc.--do you think he would be most apt to consider copying for his own institution?" Every institution has certain features of which it is justly proud, but a great many of the members of the Society feel that this is too elementary or too unimportant to discuss in the columns of The American Archivist. I am hoping that we can break down that idea and accustom our members to sending in questions which we can either answer ourselves or try to find someone else to answer, and short notes on various matters.

Just recently I have noticed an advertisement for a new type of filing cabinet called Rock-A-File, manufactured by the Rockwell-Barnes Company, 35 East Wacker Drive, Chicago 1, Illinois. This substitutes for drawers which are pulled out. The principle of rocking the front of the compartment open might permit the use of space too narrow for ordinary filing drawers. From the illustration which I have seen I am somewhat dubious about the practicability of the idea, but it is something which might well be looked into. I am not averse to giving a little free advertising if that calls the attention of our readers to really new equipment, although of course, we must be careful along these lines.

Since my deadline for the July issue has been set at May 1st, I am of course not expecting you to produce anything for the next issue. From time to time I will send you other suggestions, but I want you to feel that this is definitely your space which you will be responsible for filling. I am somewhat vague myself as to how much work will be involved, but I hope that it will not be too burdensome. Personally, I have found the editorship a stimulus to all my reading and contacts, trying to think of new ideas, and I hope you will also find it interesting.

Sincerely,

Editor-Elect
THE AMERICAN ARCHIVIST

mcn:lk
Enc.

cc: Dr. Radoff

American Archivist

1105 South Second Street
Springfield, Illinois
May 4, 1946

Mr. Gust Skordas
Committee on Technique
Society of American Archivists
Maryland Hall of Records
Annapolis, Maryland

Dear Mr. Skordas:

It is necessary for me to set a deadline of August 1st for contributions to the October issue of THE AMERICAN ARCHIVIST. The printer says that he must have at least six or seven weeks for an issue and that leaves me only a couple of weeks for reading proofs. The Council of the Society requests that we get out our issues in the future approximately on time.

It occurs to me that the Maryland Hall of Records is doing something which should be described in your column; namely, your apparatus and method of flattening parchment. There are probably two or three other institutions in the country which do this work but yours is the only place where I have actually seen it demonstrated.

I will send you suggestions from time to time, but of course most of the digging will fall on your shoulders. I particularly want short things which can be used for fillers between articles. It occurs to me that it might be desirable occasionally to lift significant paragraphs from archivists' reports or other articles or books. We must, of course, be careful about copyright in such cases.

Sincerely,

Editor
THE AMERICAN ARCHIVIST

mcn:lk

1105 South Second Street
Springfield, Illinois
May 25, 1946

Mr. Gust Skordas
Committee on Technique
The American Archivist
Maryland Hall of Records
Annapolis, Maryland

Dear Mr. Skordas:

Have you seen Bulletin No. 18 of the British Records Association, Technical Section? This is dated October 1945 but has just reached us.

I was particularly interested in the review of Mr. D. L. Evans of Adelaide Minogue's "Repair and Preservation of Records". Mr. Evans is very skeptical about the lamination process. So far no one in this country except Doctor Broadman has seen fit to criticize this process. It seems to me that it might be interesting to lift from this bulletin a part of Mr. Evans' review indicating the English reaction to the process.

There are several other paragraphs in the bulletin which might be interesting to you also. It is possible that Mr. Wood of the National Archives, who is our Reviews Editor, will be planning a review of this bulletin. It might be desirable for you to check with him before you use too much. I am sending a copy of this letter to him so that you two can get together on the matter.

Sincerely,

Editor
THE AMERICAN ARCHIVIST

mon:lk

cc: R.G. Wood

Springfield, Illinois
June 14, 1946

Mr. Gust Skordas
Committee on Technique
The American Archivist
Maryland Hall of Records
Annapolis, Maryland

Dear Mr. Skordas:

Since writing to you on May 25, about the Evans review of Mrs. Minogue, "Repair and Preservation of Records" I have decided that it would be a courtesy to the National Archives to permit a reply to Mr. Evans' criticism of the Lamination Process. I enclose the letter of which I have addressed to Mrs. Minogue on this subject. In preparing this section for the American Archivist you can ignore that.

How are you getting along with your committee work, and have you found anything yet? I hope after our readers have seen the July issue of the revision that they will have some idea as to what I have in mind for the Technical section.

Sincerely yours,

Editor

MCN:fo

Ino.1:cc of Mrs. Minogue
letter



HALL OF RECORDS
ANNAPOLIS, MARYLAND

MORRIS L. RADOFF
ARCHIVIST

ADDRESS CORRESPONDENCE
AND MAKE PAYMENTS TO
"HALL OF RECORDS"

June 21, 1946

Miss Margaret C. Norton, Archivist
Illinois State Library,
Springfield, Ill.

Dear Miss Norton:

I have been busily engaged preparing a paper for publication before the end of the fiscal year, but at long last, I have finished and I am now free to devote my energies to the Technical Section.

First, I want to thank you for appointing me one of your technical editors. I hope I shall be able to fill the job satisfactorily.

I am inclosing a questionnaire which I shall have mimeographed and mailed to all of the state archival institutions and some of the outstanding historical societies. But before doing so, I would like to have your reaction to it. If you have any suggestions or changes please let me know.

I have not seen Mr. Evan's review but I think your plan of publishing it with Miss Minogues' comments should prove very interesting. We do not receive the Bulletins of the British Records Association, Technical Section, but if you will let me know where to write I shall see if we can obtain them.

As you suggested, I am writing a description of our "parchment stretcher" and I hope to have it ready in about a week. I shall also begin actively searching for other items.

Sincerely yours,

Gust Skordas,
Assistant Archivist

GS:LHP
enc



HALL OF RECORDS
ANNAPOLIS, MARYLAND

MORRIS L. RADOFF
ARCHIVIST

ADDRESS CORRESPONDENCE
AND MAKE PAYMENTS TO
"HALL OF RECORDS"

Dear Fellow Archivist:

Miss Margaret C. Norton, the new editor of The American Archivist, has decided to add a Technical Section to the magazine and has asked me to assist her in editing it. The purpose of this section will be to publish ideas about archival equipment, methods, techniques, etc., which will be useful or interesting to other archivists. Since it is obviously impossible for one person to visit all the archival institutions in the country, the success of the new feature will depend a great deal on your co-operation in responding to questionnaires and in sending in ideas and suggestions.

Every archivist has one or more features at his institution which he feels is particularly good. It may be a simple and effective system for accessioning new material or it may be a special type of exhibit case. Whatever it is, please send me a full description of it. If possible include specifications or illustrations. By doing this you may help solve a problem that has perplexed other archivists and in turn benefit from their ideas.

From time to time, I should like to conduct a forum on some topic which is of general interest to archivists. To begin with I should like to deal with the problem of filing original papers. There are almost as many solutions to this problem as there are archivists. Even within an agency, there are usually several different methods of storage, since an archivist's decision on the best method of filing a collection of papers is governed by a number of factors: the nature of the papers, their condition when received, the funds and personnel available for handling them, etc. Please let me know what methods and equipment you use at your institution and indicate which you consider the best. Remember that you are writing for other archivists, so give details about the sizes and specifications of folders, boxes, file drawers, etc.

Miss Norton has suggested that we have a questions and answers department, so if you have any problems perplexing you, send them to us. If we cannot answer them, we will pass them on to more expert hands. Please address your replies to me at the Hall of Records, Annapolis, Maryland.

I shall be obliged to you for your attention in this matter.

Sincerely yours,

Gust Skordas

Gust Skordas,

(Handwritten: June 25, 1946)

June 25, 1946

Mr. Gust Skordas, Assistant Archivist
Hall of Records
Annapolis, Maryland

Dear Mr. Skordas:

Your proposal to send out mimeographed circular letter is an excellent suggestion, I believe, and I have no suggested improvements in the one which you sent.

Just recently I have asked Dr. Vernon Tate of the National Archives who is the Chairman of the Society's Committee on Photography, to collect items for the committee on various phases of photography. I have also asked Mr. William J. Barrow of the Virginia State Library to collect material on the repair of manuscripts and documents. So far I have not had time to have a reply from either. It is my thought that you would serve as a sort of general chairman by taking particular responsibility for material in your own field. However, do not worry if you collect overlapping data, because any such duplications can be handled in the editorial office.

There are two Illinois items which I think would be perhaps of interest. One of these is our sliding shelf. I have obtained authorization from the Art Metal Company which constructed it to publish the drawings and specifications when and if we decide to use them. At present I have only a blueprint copy and that may not be satisfactory for purposes of reproduction.

The other item is an original quill pen found among the records of the Illinois General Assembly of 1835 and 1836. We have become so accustomed to the movie version of the very ornate feather pen that most people do not realize what a thoroughly businesslike and workman-like instrument the real quill pen was. I am having this photographed from two or three angles with a description. This would make a brief item with a lighter touch for use in some future issue.

By error the stationery sent you was addressed to the National Archives. I did not discover this until it had been

Skordas
6-25-46.

-2-

gone about a week. I am assuming that perhaps the National Archives forwarded it to you since they did not notify me that they had received it. If you have not received your supply, please let me know.

Sincerely,

Editor

mcn:lk

The American Archivist

PUBLISHED QUARTERLY BY THE SOCIETY OF AMERICAN ARCHIVISTS

July 29, 1946.

Editorial Board

KARL L. TREVER
LEON DEVALINGER, JR.
GRACE LEE NUTT
WILLIAM D. OVERMAN

Reviews of Books
RICHARD G. WOOD

News Notes
KARL L. TREVER
Technical Committee
GUST SKORDAS

Miss Margaret C. Norton
The American Archivist
Archives Department
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

and photograph

Enclosed you will find a description of the parchment stretcher at the Hall of Records. I am also enclosing an article on "Germany's Technological Secrets". I have marked two items which should be of interest to archivists. The one about "metalized plastic tape" should be of special interest to archivists who are concerned with the preservation of voice recordings.

The July issue of The American Archivist received much favorable comment from the members of the Hall of Records staff, although they were somewhat startled to see it come out on time. I particularly like the idea of putting the writer's name at the beginning of the article. It was always annoying to have to look at the end to find the writer's name. I hope I shall be able to help you keep up the good work.

Sincerely yours,

Gust Skordas

Gust Skordas,
Technical Committee

GS/mms
enclosures

P.S. I didn't know we had the photograph until the last minute. It is the only print we have and we don't know whether the photographer has saved the negative, therefore we would like to have it returned, if possible.

Gust Skordas

American Archivist

August 3, 1946.

Mr. Gust Skordas, Technical Committee
The American Archivist
Maryland Hall of Records
Annapolis, Maryland

Dear Mr. Skordas:

Thank you for your splendid description of the parchment stretcher at the Hall of Records. It is exactly the sort of material which I think our members would find useful. I will see that you get the photograph back when returned by the printer.

I can also use excerpts on the article on "Germany's Technological Secrets" as fillers. After we have been going long enough so that our members know what sort of information we want, I think it will be easier to get material for the Technical Section. At least I hope so.

The question has arisen as to whether the other members of the Technical Committee, Vernon D. Tate and William Barrow, should send the material they collect to you or directly to me. I have told them either would be satisfactory unless by sending to you they avoided duplication of effort among members of the Committee. I hardly think that is likely and anyway it would be straightened out in the editorial office here.

Many thanks for your cooperation in this editorial project.

Sincerely,

Editor

mcn:lk

August 19, 1948

Mr. Gust Skordas
Technical Committee
THE AMERICAN ARCHIVIST
Maryland Hall of Records
Annapolis, Maryland.

Dear Mr. Skordas:

The enclosed letter was opened by us by mistake. I hope
Your Circular letter is going to get positive responses
and that we shall soon have more technical material than
we can use. There are a surprising number of topics
which ought to be treated if we could just think of them.

Sincerely,

EDITOR

February 18, 1947

Mr. Gust Skordas
Technical Committee
The American Archivist
Maryland Hall of Records
Annapolis, Maryland.

Dear Mr. Skordas:

This is another plea for some help in filling odd space in The American Archivist. I put your contribution from the Baltimore Sun about German technological secrets in the January issue, but had to kill it when it got to page proof because the same information had come out in the current Readers' Digest. Actually the article you sent was more detailed and more interesting, but I was afraid of copyright trouble.

One reason why the technical committee is having difficulty in filling space is that much which normally would come to you gets into the News Notes instead. I think what you will have to try for will be things from outside the profession, and older things which are good but which no one thinks of reporting upon.

In addition to fillers, each month I am trying for at least one thing aimed primarily at the smaller institutions and more particularly those whose interests are still largely confined to the older records instead of the "record administration programs" of the National Archives, the Illinois archives and some others. I have promises of articles on watermarks by Dard Hunter, binding by E.A. Thompson, on infra-red and violet ray photography by Vernon Tate, etc. But those are promises only. In the April number I am running what I think a very practical article on historical indexing by Bertha Josephson.

One thing which I think we need is a good article on making calendars. The Maryland Hall of Records is publishing the best of these. How about an article from one of your, based on your recent experience? Something on the order of what I wrote in Illinois Libraries last year on name indexes, only better. Long ago I asked the chairman of the Committee on Archival Research, Carl Lokke, to try to get such an article, but so far as I know he has not done anything along that line. Even if he had, I don't think two articles on that subject would be too much.

Perhaps you have other ideas. If so, please let me have them.

Sincerely,

June 20, 1946

Dr. Vernon L. Tate, Chairman
Committee on Photographic Techniques
Society of American Archivists
The National Archives
Washington 25, D. C.

Dear Doctor Tate:

The members of the Society of American Archivists have, as you doubtless know, expressed a desire to have The American Archivist give more practical hints on archival technique. We have wasted considerable space in the journal which could well be used for fillers between and at the end of articles.

With the consent of the President of the Society and the Editorial Board, I am getting together a Committee of Technical Editors who will gather this material for me. Since you are Chairman of our Committee on Photographic Techniques I wonder if you would consent to act as Editor of that part of the Technical Section relating to photographic reproduction. What we want, I believe, is something similar to the column which Mr. Fussler ran in Library Journal; that is, notes on equipment, applications, and legal aspects of the various photographic processes. We are not particularly looking for long articles, although if any come your way which you think would be suitable for publication, I would appreciate having them sent to me. These notes should not be limited to microphotography but should include other aspects of photography including photostating, infra-red and violet rays, etc.

Incidentally, I think it would be interesting to have an article on infra-red ray and violet ray photography as applied to archives, descriptions of the process, applications, etc. This could be illustrated, because I am trying to squeeze a limited number into the magazine out of our budget. Do you know of anyone whom we might ask to write such an article? I think it might also be interesting for you to write an article on your work in the war; if that is not too confidential. I am getting an article from Mr. Lovett who has charge of the Harvard War Research Project archives and yours would make an interesting parallel.

We are glad that you are back again at the National Archives and in circulation among your archivist friends again.

Sincerely,

mcn:lk

Editor

THE AMERICAN ARCHIVIST

EDITOR'S CORRESPONDENCE REGARDING SUBSCRIPTIONS AND EXCHANGES
1946-1948

(THIS FILE IS FROM THE SOCIETY OF AMERICAN
ARCHIVISTS' ARCHIVES WHICH ARE LOCATED AT THE
UNIVERSITY OF WISCONSIN ARCHIVES, MADISON -
RECORD SERIES 200/7/2 - BOX 1, FILE 15.)

Bayer, O.S. B.
St. John's Abbey
Collegeville, Minnesota.

Dear Father Bayer:

Your letter about obtaining a copy of The AMERICAN ARCHIVIST is being referred to Dr. Lester J. Cappon, Secretary of the Society of American Archivists who handles all subscriptions. His address is

Box 203
Williamsburg, Virginia.

As Dr. Cappon is now away on vacation, the reply to your letter may be delayed.

The AMERICAN ARCHIVIST is printed quarterly and the subscription price is \$5.00 per annum. We are trying to get more articles of practical interest to the custodians of small archival institutions, but, like all ambitions, we do not entirely succeed.

Sincerely,

October 28, 1947

Mrs. J. Berisford
Huntington Free Library
and Reading Room
9 Westchester Square
New York City, N.Y.

Dear Mrs. Berisford:

Your order for a copy of the AMERICAN ARCHIVIST for April 1947 is being referred to our Secretary, Dr. Lester J. Cappon of Williamsburg, Virginia, who takes care of the sale of back copies.

We are sorry that there has been a delay in taking care of your order. I do not remember a prior communication from you on this subject, and your letter of October 15th has just come to my attention because I have been away on my vacation.

Sincerely,

Managing Editor

October 23, 1947

Dr. Coenraad Beyers
Chief Archivist for the Union
Archives, Union Buildings
Pretoria, South Africa.

Dear Dr. Beyers:

Your request for a copy of the April 1943 issue of THE AMERICAN ARCHIVIST needed to complete your set, is being referred to Dr. Lester J. Cappon, Secretary of the Society of American Archivists, Williamsburg, Virginia. Dr. Cappon will, I am sure, supply you with a copy if a supply is available.

Sincerely,

Managing Editor

August 20, 1948

Mr. Philip P. Brower
2902 Erie St., S.E.
Washington 20, D.C.

Dear Mr. Brower:

Thank you for the renewal of your subscription to the AMERICAN ARCHIVIST. You understand, of course, that the editor has nothing whatsoever to do with subscriptions, sending all communication received on the subject to the Secretary of the Society of American Archivists. Therefore I do not remember whether or not your notice of cancellation passed through my office. In any event, we are sorry there was a misunderstanding about it, and hope that you will pardon the slip.

Sincerely,

THE SOCIETY OF AMERICAN ARCHIVISTS

SOLOM J. BUCK, PRESIDENT
THE NATIONAL ARCHIVES
WASHINGTON 25, D. C.

April 17, 1946

ADDRESS COMMUNICATIONS TO:
LESTER J. CAPPON, SECRETARY
P. O. BOX 203
WILLIAMSBURG, VIRGINIA

Miss Margaret C. Norton
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

I am glad to learn from a card which I received recently from Karl Trever that you are sending in the copy for the July issue on May first or shortly thereafter. I think it will be advantageous to get the magazine back on schedule. I hope you are not running into any serious snags in the work on your first number.

I am enclosing herewith a letter which I received from the Librarian of the Oklahoma Historical Society. For some reason or other this Society had been carried as an exchange on our mailing list. Following our 1944 Council meeting all our exchanges were reviewed with the idea of dropping especially those which we thought ought to be subscribers to the magazine if not institutional members of the Society. Among those dropped was the Oklahoma Historical Society which I presume has been sending its Chronicles of Oklahoma to the editor's office. As I see it we have no particular use for a file of this magazine and I feel that the Oklahoma Historical Society ought to subscribe to THE AMERICAN ARCHIVIST. Since the question of exchanges has always been handled by the editor I think it would be best for you to take up the matter with the Oklahoma Historical Society and use your own judgment entirely in handling this problem.

With best wishes, I am

Sincerely yours


Lester J. Cappon
Secretary

OKLAHOMA HISTORICAL SOCIETY
HISTORICAL BUILDING
OKLAHOMA CITY 5, OKLAHOMA

April 3, 1946

Society of American Archivists
450 Ahnaip Street
Menasha, Wisconsin

Dear Sir:

In checking our material for the bindery I find that you have not been sending your magazine, The American Archivist, since January 1945. From vol. 8, no. 1, to the present your material is missing.

I find that we have been sending you our Chronicles for which we are supposed to receive your publication. Will you please look into this and supply the missing numbers if at all possible. I'm sure this is just a mistake in your mailing list but we want your material complete so we can bind it. We have the first seven vols. bound.

Thanking you for your courtesy in this matter,

Sincerely yours,

Hazel E. Beaty
Hazel E. Beaty, Librarian

1105 South Second Street
Springfield, Illinois
April 23, 1946

Miss Hazel E. Beaty, Librarian
Oklahoma Historical Society
Historical Building
Oklahoma City 5, Oklahoma

Dear Miss Beaty:

Your letter addressed to the George Banta Publishing Company, publishers of The American Archivist, complaining that you have not received copies of The American Archivist since January 1945, has been referred to me as the new Editor of that publication.

As I have not seen your previous correspondence with the former Editor, Professor Pease, I do not know what arrangements were made for exchange of The American Archivist for your publication, The Oklahoma Chronicle. My instructions from the Council of the Society of American Archivists are to the effect that exchanges may not be permitted as a substitute for membership in the Society where the institution issuing the publication is primarily doing work which makes it eligible for membership in the Society. It is my understanding that such instructions were issued a year ago.

However, since you have been sending the Oklahoma Chronicles to the Society in good faith, I am instructing the George Banta Company to send copies for the year 1945. To secure further issues it will be necessary for your institution to join the Society at an institutional membership of \$10.00 a year, or to subscribe for The American Archivist without membership privileges at \$5.00 a year.

You can understand how if we did not have this rule the Society of American Archivists could not get sufficient financial support to operate and to publish its journal.

Sincerely,

Editor-Elect
THE AMERICAN ARCHIVIST

mcn:lk

cc: G.Banta Pub.Co.
Dr. Cappon, Secy., SAA



1105 South Second Street
Springfield, Illinois
April 23, 1946

X
Miss Hazel E. Beaty, Librarian
Oklahoma Historical Society
Historical Building
Oklahoma City 5, Oklahoma

Sent
M.D. 4/27/46

Dear Miss Beaty:

Your letter addressed to the George Banta Publishing Company, publishers of The American Archivist, complaining that you have not received copies of The American Archivist since January 1945, has been referred to me as the new Editor of that publication.

As I have not seen your previous correspondence with the former Editor, Professor Pease, I do not know what arrangements were made for exchange of The American Archivist for your publication, The Oklahoma Chronicle. My instructions from the Council of the Society of American Archivists are to the effect that exchanges may not be permitted as a substitute for membership in the Society where the institution issuing the publication is primarily doing work which makes it eligible for membership in the Society. It is my understanding that such instructions were issued a year ago.

However, since you have been sending the Oklahoma Chronicles to the Society in good faith, I am instructing the George Banta Company to send copies for the year 1945. To secure further issues it will be necessary for your institution to join the Society at an institutional membership of \$10.00 a year, or to subscribe for The American Archivist without membership privileges at \$5.00 a year.

You can understand how if we did not have this rule the Society of American Archivists could not get sufficient financial support to operate and to publish its journal.

Sincerely,

Margaret C. Norton
Editor-Elect
THE AMERICAN ARCHIVIST

mcn:lk

cc: G.Banta Pub.Co. ✓
Dr. Cappon, Secy., SAA

OKLAHOMA HISTORICAL SOCIETY

HISTORICAL BUILDING
OKLAHOMA CITY 5, OKLAHOMA

April 25, 1946

*Refer to Miss
Hartow*

Dr. Theodore G. Pease, Editor
The American Archivist
426 Lincoln Hall
Urbana, Illinois

Dear Dr. Pease:

It seems as though we have been exchanging our Chronicles with you for the American Archivist you are now asking I believe, that we cease to exchange and that we purchase from you, your journal. We would be glad to go on with the old exchange system but we can not do any thing else about the matter, so I suppose we must ask you to remove our Society from the list of exchange, regretting this very much and with best wishes, I am

Sincerely,

Charles Evans

Charles Evans
Secretary

CE/sjl

April 27, 1946

Mr. Charles Evans
Secretary, Oklahoma
Historical Society
Historical Building
Oklahoma City 5, Okla.

Dear Mr. Evans:

This will acknowledge the receipt
of your letter of April 25. With this issue
of the American Archivist I am concluding my
editorship which will be taken over by Miss
Margaret C. Norton at Springfield, Illinois.
Naturally, I do not know whether she or the
Council have made any new rules respecting ~~the~~
~~my~~ changes. In any case, you may be sure that
the decision is not mine.

Sincerely yours,

Theodore C. Pease

TCP:rel
Copy to Miss Norton.

THE SOCIETY OF AMERICAN ARCHIVISTS

BOLON J. BUCK, PRESIDENT
THE NATIONAL ARCHIVES
WASHINGTON 25, D. C.

July 18, 1946

ADDRESS COMMUNICATIONS TO:
LESTER J. CAPPON, SECRETARY
P. O. BOX
WILLIAMSBURG, VIRGINIA

Miss Margaret C. Norton, Editor
The American Archivist
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

Referring to the third
paragraph of Dr. Cappon's letter to you dated
July 14, you may to the list back "into print"
the following four issues:

July 1938
July 1940
January 1941
April 1941

Sincerely yours

Adele Hall

(Mrs.) Adele Hall
Secretary to Dr. Cappon

July 17. 1948

Mr. Breandan mac Giolla Choille.
Archivist
Oifig Iris Puibli
Fourt Courts
Dublin, Eire.

Dear Mr. Choille:

Your letter concerning a possible subscription to The AMERICAN ARCHIVIST is being referred to the Secretary of the Society of American Archivists, Dr. Lester J. Cappon, whose address is

Box 203
Williamsburg, Virginia.

Dr. Cappon is away on vacation at present, but will reply to your letter upon his return to his office. The Society has a special rate for foreign subscribers but he handles all the details and I will not attempt to answer your question. Undoubtedly other European archivists have posed similar problems of currency regulations, and he will know how to handle the proposition.

We archivists in the United States are very anxious to have contacts with those in other parts of the world, so that we may profit by an exchange of experiences. So far we have not published many articles from overseas, but we are hoping that as world confusion dies down more of you will be sending in accounts of how you meet various technical questions.

Sincerely,

UNIVERSITY OF CALIFORNIA

THE GENERAL LIBRARY
BERKELEY 4, CALIFORNIA

5 February 1948

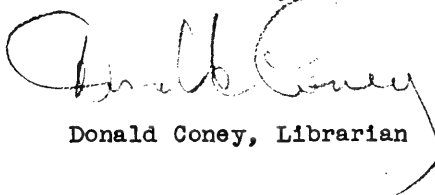
Miss Margaret C. Norton
Managing Editor
American Archivist
Archives Department
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

I am enclosing a statement intended to correct the erroneous impressions which will certainly be left in the mind of the reader of Charles L. Stewart's review of Caughey's Hubert Howe Bancroft in the January issue of the American Archivist.

I hope you will find space for this statement in an early issue.

Yours sincerely,

A handwritten signature in dark ink, appearing to read "Donald Coney", is written over the typed name. The signature is fluid and cursive, with a large loop at the end.

Donald Coney, Librarian

DC:em

Enclosure

9 February 1948

Mr. Donald Coney, Librarian
University of California
Berkley 4, Calif.

Dear Mr. Coney:

Miss Margaret C. Norton is recovering from a major operation and we are not able to submit your article on the Bancroft Library at this time. She will edit the next issue of the American Archivist and we presume that she will correspond with you prior to date publication.

Yours very truly,

THEO. J. CASSADY
Assistant State Archivist

TJC;mw

March 4, 1948

Mr. Donald Coney, Librarian
The General Library
University of California
Berkeley 4, California.

Dear Mr. Coney:

Thank you for the interesting comments upon Mr. Stewart's review of Caughey's Hubert Howe Bancroft in the January issue of the American Archivist. This statement is being printed in the April issue of the magazine. We also have on hand Mr. Hammond's paper on the subject of the Bancroft Library, read before the annual meeting of the Society of American Archivists last October. This will be published at a later date.

Sincerely,

Letter of April 22 sent to Cappon.

1105 South Second Street
Springfield, Illinois
May 1, 1946

Dr. Christopher Grittenden, Director
State Department of Archives & History
Raleigh, North Carolina

Dear Doctor Grittenden:

Your letter concerning the purchase of back numbers of *The American Archivist* is being referred to Doctor Cappon, since the editor has nothing to do with the sale of the copies.

In the October issue we hope to run some brief reviews of the best books on genealogy for the archivist's bookshelf. If you could send in the short article you have promised, summarizing the replies to your questionnaire concerning the amount of genealogical work done by the various state archival agencies, in time for this October issue (deadline August 1st), it would be an appropriate time to publish this information.

Sincerely,

Editor-Elect
THE AMERICAN ARCHIVIST

mcn:lk

cc: Dr. Cappon

March 25, 1947

Mr. Charles W. David
Director of Libraries
University of Pennsylvania
Philadelphia 4, Pennsylvania.

Dear Mr. David:

Your letter inquiring about the possibility of our sending a copy of The American Archivist 66r April 1938 (Vol. 1 no. 2) to Mr. Ernest Rohde of Bayern, Germany, is being referred to the Secretary of the Society of American Archivists, Dr. Lester J. Cappon, of Williamsburg, Virginia. Dr Cappon has the undistributed files of this periodical. I am quite sure that this particular number has long since been out of print, but I am sure Dr. Cappon will help if he can.

Sincerely,

MANAGING EDITOR

July 15, 1948

Miss Elsa Doerner
Senior Acquisition Librarian
State College of Washington
Pullman, Washington.

Dear Miss Doerner:

Your letter notifying us that you have been receiving two copies of THE AMERICAN ARCHIVIST this year instead of the one for which you have subscribed, is being referred to Dr. Lester J. Cappon, Secretary of the Society of American Archivists, Box 203, Williamsburg, Virginia. Dr. Cappon handles all subscriptions. He is now away on vacation, but will attend to this matter as soon as he returns to his desk.

Sincerely,

THE UNIVERSITY OF MIAMI
CORAL GABLES 34, FLORIDA

THE LIBRARY

January 25, 1949

Society of American Archivists
450 Ahnaip Street
Menasha, Wisconsin

Gentlemen:

With the hope of enlarging the University Library's holdings in local and regional history, especially of periodicals, we are anxious to establish exchanges for "Tequesta, the journal of the Historical Association of Southern Florida", with those societies, state history departments and institutions wishing to make additions to their libraries through this method. Having only a limited number of copies available for exchange, a careful selection has been made for circularization regarding an exchange.

"Tequesta" is an annual publication of some 75 to 100 pages and has now been issued for seven years. Primarily, it contains articles devoted to South Florida - its history, development, people, and related topics - which are written by both recognized authors and local historians. The editor is Charlton W. Tebeau, Head of the History Department, University of Miami, and the subscription price to members of the Association is \$2.00. The University and the Association share jointly in publishing "Tequesta".

Should you be interested in establishing an exchange for your publication listed below or other available publications you may wish to offer, please so advise me at your convenience and the issues for 1946 and 1947 will be forwarded immediately.

Very sincerely yours,

W. G. Harkins
William G. Harkins
Librarian

WGH/LW

AMERICAN ARCHIVIST.

Karl: I think you should decide upon & acknowledge this. The Council instructs the editor not to exchange with any institution which is eligible to membership in SAA. I haven't found historical magazines of any help. Sent copy for April issue Feb. 4. Will write later. Just now nursing a painful

strain of left wrist. X-ray inconclusive as to whether there may not be a fracture
of one or more small bones of hand. I shot winter and sitting down, suddenly.
Margaret

February 11, 1949

Mr. William G. Harkins
Librarian
The University of Miami
Coral Gables 34, Florida

Dear Mr. Harkins:

Your form letter of January 25, 1949, addressed to the Society of American Archivists, suggesting an exchange of publications between the Society and the Historical Association of Southern Florida, has been referred to me for reply.

The Council of the Society of American Archivists has instructed its editor not to enter into exchange agreements with any institution or association eligible for institutional membership in the Society. The description given in your letter of the program of the Historical Association of Southern Florida, suggests that an application for membership in the Society of American Archivists might be favorably received by our Council. Your Association may become an institutional member of the Society of American Archivists for \$10.00 per year. It may, of course, subscribe for the American Archivist, without membership privileges, for \$5.00 per year.

Correspondence concerning membership on subscriptions should be addressed to Dr. Lester J. Cappon, Secretary, Society of American Archivists, P. O. Box 203, Williamsburg, Virginia.

Sincerely yours,

Karl L. Trever,
Managing Editor
Society of American Archivists

KLT jmc

July 15, 1948

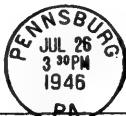
Miss Blanche Jackson
Export Department
Four Continent Book Corporation
253 Fifth Avenue
New York 16, N.Y.

Dear Miss Jackson:

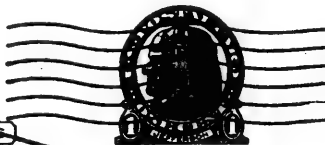
Your letter addressed to the Circulation Manager of THE AMERICAN ARCHIVIST is being forwarded to the Secretary of the Society of American Archivists, Dr. Lester J. Cappon, Box 203, Williamsburg, Virginia. Dr. Cappon is now away on his vacation, but will report to you concerning the subscriptions to Russia when he returns to his desk.

Sincerely,

Elmer E. S. Johnson
Pennsburg, Pa.



THIS SIDE OF CARD IS FOR ADDRESS



Miss Margaret C. Norton
The American Archives
Illinois State Library
Archives Department
Springfield, Illinois



July 26, 1946

Dear Miss Norton:

Thank you for your letter of July
22nd. I have written Dr. Cappon.

Very sincerely yours,

Clara C. S. Johnson

Schwenkfelder Historical Library
Pennsburg, Pa.

July 16, 1946

Miss Margaret C. Horton
Archives Department
Illinois State Library
Springfield, Illinois
Dear Miss Horton:

While at Princeton last week I became aware of the publication known as "The American Archivist". I was told by Mr. Boyd, of the Princeton Library, you would supply me with information how our library here might secure "The American Archivist". Will you please give me the necessary information, and at the same time, indicate whether back numbers are still obtainable?

Very truly yours,

Elmer E. S. Johnson
Elmer E. S. Johnson
Custodian

EESJ:MK

July 22, 1946

Mr. Elmer E. S. Johnson, Custodian
Schwenkfelder Historical Library
Pennsburg, Pennsylvania

Dear Mr. Johnson:

Enclosed is a leaflet on the Society of American Archivists. Its quarterly journal, The American Archivist, can be obtained through membership or subscription. Institutional membership is ten dollars a year, and subscription without membership five dollars a year. We do not accept exchanges from historical societies or other institutions eligible to full membership.

Subscriptions may be entered with the Secretary,
Dr. Lester J. Cappon, Society of American Archivists,
P. O. Box 203, Williamsburg, Virginia.

Sincerely,

Editor

men:lk

Enc.

cc: Dr. Cappon

THE H. W. WILSON COMPANY
PUBLISHERS OF INDEXES AND REFERENCE WORKS
950-972 UNIVERSITY AVENUE
NEW YORK 32, N. Y.



November 1, 1946

American Archivist
Ill. State Historical Library
426 Lincoln Hall
Urbana, Illinois

Gentlemen:

In checking our files we find that we
have not received the January 1946 issue of the

American Archivist.

Will you be kind enough to send us a copy of this
number so that we can give your publication full
and complete indexing in LIBRARY LITERATURE.

We appreciate your courtesy and
cooperation.

Sincerely yours
THE H.W. WILSON COMPANY

A handwritten signature in dark ink, appearing to read "J. E. Kramm".

J.E. Kramm
Editorial Correspondence

JK/BH

Misc.

November 7, 1946

Mr. J. E. Kramm
The H. W. Wilson Company
950-972 University Avenue
New York 52, New York

Dear Mr. Kramm:

Your letter of November 1, 1946, addressed to the "American Archivist, Illinois State Historical Library, 426 Lincoln Hall, Urbana, Illinois," has been forwarded to the editor Miss Margaret C. Norton.

Miss Norton, is on vacation and will return about the 15th of November. Your letter will be placed on file, and brought to her attention as soon as she returns.

Yours very truly,

SECRETARY OF STATE AND STATE LIBRARIAN

Library
EJB:ES
fo

1105 South Second St.
Springfield, Illinois
November 20, 1946

Mr. J.E. Kramm
Editorial Correspondence
The H.W. Wilson Co.
950-972 University Avenue
New York 52, N.Y.

Dear Mr. Kramm:

Your memorandum to the former editor of The American Archivist, Professor Theodore C. Pease of the University of Illinois, complaining that you have not received a copy of the January issue, was received during my absence.

I have directed our publisher to see that you receive a copy of this issue and that the H.W. Wilson Company be kept on our mailing list to receive copies of future issues regularly. We greatly appreciate the listings in Library Literature.

Sincerely,

EDITOR

March 5, 1948

Mr. J.E. Kramm
Editorial Correspondence
The H.W. Wilson Co.
950-972 University Avenue
New York 52, N.Y.

Dear Mr. Kramm:

Your letter of February 12 requesting a copy of the October 1947 issue of the American Archivist for indexing purposes is being referred to the Secretary of the Society of American Archivists who has charge of the distribution of copies. Since you have had to write for earlier issues also, I am requesting him to make sure that you are on the mailing list to receive copies, for I believe this indexing worth while to us.

I apologize for the delay in replying to your letter. It was caused by the fact that I was in the hospital at the time this was received, and am only now getting to the correspondence which piled up during my illness.

Sincerely,



RECEIVED
MARCH 10 1948
H. W. WILSON CO.
NEW YORK 52, N. Y.

RECEIVED
MARCH 10 1948
H. W. WILSON CO.
NEW YORK 52, N. Y.

The City College of New York

CONVENT AVENUE AND 138TH STREET
NEW YORK 31, N. Y.

DEPARTMENT OF HISTORY

5 April 1948

Miss Margaret C. Norton
Editor
The American Archivist
1105 South Second Street
Springfield, Illinois

Dear Miss Norton:

Enclosed please find the galley proofs of my article,
"The Machine Age in Historical Research."

As you will notice I have made the following corrections on it:

one form (1) Page 19, Title

The reference to footnote 1 should be moved from its present position to immediately after the title as I have indicated.

(2) Page 19, last line of para. 1

The comma at the end of the sentence should be replaced by a period.

(3) Page 20, para. 5, line 10

It would appear that the printer misread the manuscript, unless I made this correction on the original but failed to do so on the carbon copy. As it now stands the sentence is not only repetitious but inaccurate to boot. Consequently I have cancelled the "offending" part of the sentence and made the necessary correction. As the cancelled portion comprises 47 places and the corrected version 48, I hope that this won't put the printer to too great an inconvenience.

(4) Page 20, para. 5, line 20

The word "machine" should read "machines."

As you will likewise notice I have suggested an emendation of the 3rd sentence of the first paragraph of the article. If these corrections could be made without throwing everything out of kilter, I would appreciate their being made, but if they can't no harm will be done.

Sincerely yours,

Murray G. Lawson
Murray G. Lawson

April 10, 1948

Professor Murray G. Lawson
Department of History
The City College of New York
Convent Ave. and 139th St.
New York 31, N.Y.

Dear Mr. Lawson:

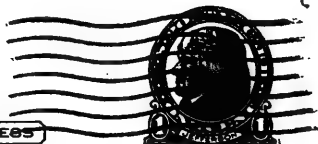
Thank you for the prompt return of proof on your article entitled "The Machine Age in Historical Research." The changes can be made as you suggest. That is why we like to have the author see proof - things often look different in print, and minor polishing can be done without too great cost.

25 copies clipped from the magazine will be sent to you on publication. If you wish more copies you should make arrangements direct with the publishers, the George Banta Publishing Co., Menasha, Wisconsin, as soon as possible, because they kill copy as soon as page proof has been corrected and the printing run.

Sincerely,



THIS SIDE OF CARD IS FOR ADDRESS



American Archivist
450 Almain St.,
Menasha
Wis

WISCONSIN STATE HISTORICAL SOCIETY

Madison 6, Wisconsin 7. 56 '48

Dear Publisher:

For some reason we have failed to receive the index

"American Archivist" vols 9+10 (1946-1947)
for (Title page + Table of contents came with mag.)
You will greatly help us by sending the missing copy so that we may
complete the file for permanent preservation.

Sincerely yours,

Clifford K. Lord
EDWARD P. ALEXANDER

Director

5083

June 16, 1948

Dr. Clifford Lord, Director
Wisconsin State Historical Society
Madison 6, Wisconsin.

Dear Dr. Lord:

Your request for copies of the index for the American Archivist for the years 1946-47, vols. 9 and 10 has been referred to me.

By direction of the Council of the Society of American Archivists, no volume index was issued for those years, because a ten year index (for vols. 1-10 inclusive) was being prepared. So far the committee preparing this index has not submitted copy and I cannot say when or if the consolidated index will come out this year. A note concerning the index will be found on the last page of the table of contents for vol. 10.

Sincerely,



BRON

AL



The Society of American Archivists
450 Ahnaip St.
Menasha, Wisconsin

Columbia University
in the City of New York
THE LIBRARY

September 25, 1947

Dear Sir:

American archivist
Index to vol. 9, 1946

has failed to reach us. Will you kindly supply us with this in order that
our file may be complete?

ACQUISITION DEPARTMENT

R21.1(844)M3

PER JOHN L. McCONKEY

October 23, 1947

Mr. John I. Mc Conkey
Acquisition Department Library
Columbia University
New York, N.Y.

Dear Mr. Mc Conkey:

The Council of the Society of American Archivists decided last year that the yearly indexes to THE AMERICAN ARCHIVIST should be discontinued as a matter of economy. Instead a ten year index for all numbers through the year 1947 has been prepared and will be available in the early spring. Through a misunderstanding the note explaining that fact was omitted by the printer. In other words, it will not be necessary to hold volume nine before binding, because there will be no separate index.

Sincerely,

Managing Editor

American Jewish Archives

CLIFTON AVENUE · CINCINNATI 20, OHIO

July 9, 1948

Miss Margaret C. Norton
Managing Editor
The American Archivist
Archives Department
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

Enclosed is a brief paragraph dealing with our new organization. I am very grateful to you for suggesting that we write.

If there is anything we can do to be of assistance in our common task please do not hesitate to call on us.

Believe me, I am

Very sincerely yours,



July 17, 1948

Professor Jacob R. Marcus
American Jewish Archives
The Hebrew Union College
Clifton Avenue
Cincinnati 20, Ohio.

Dear Dr. Marcus:

This will acknowledge with thanks your news note concerning the new American Jewish Archives. This will be included in the October issue of The AMERICAN ARCHIVIST.

Sincerely,

Margaret C. Nathan

June 25, 1948

Professor Jacob R. Marcus,
Director
American Jewish Archives
The Hebrew Union College
Clifton Avenue,
Cincinnati 20, Ohio.

Dear Professor Marcus:

The question of the exchange between the Illinois State Library and your organization has been referred to my chief, Miss Helene H. Rogers, the Assistant State Librarian.

It is in my capacity as editor of THE AMERICAN ARCHIVIST that I write to solicit a copy of the first number for review purposes, to be sent to

Dr. Richard G. Wood
News Editor
The American Archivist
600 Lawrence Ave. NE
Washington 17, D.C.

Also we should like a brief news note - a paragraph or to, for inclusion in the October issue of THE AMERICAN ARCHIVIST, which goes to press on August first. Normally this should be sent to the News Notes Editor at the National Archives, but since she is ill she may have to get some one else to do the next issue, so perhaps this item might be sent to me. What we want is just a brief announcement of the establishment of your new archival center, its purpose, scope, and, if you wish, a paragraph on recent accessions.

We assume that you will be sending copies to the National Archives for their library, though, of course, it is not my business to solicit material for them. The Society of American Archivists does not exchange publications with historical societies but likes to keep in touch with those doing archival work.

Sincerely,

No. F. 49/48/47-P.
Government of India.
Imperial Record Department,
New Delhi-5, the 30th May 1947.
4th June

From:- Dr. S.N. Sen, M.A., Ph. D., B. Litt.(Oxon).,
Director of Archives, Government of India.

To -

The Managing Editor,
American Archivist,
323, Lincoln Hall,
University of Illinois
Urbana, Illinois,
U. S. A.

Sir,

I have pleasure in sending by surface mail a copy of the first issue of the INDIAN ARCHIVES, a quarterly journal on archival science, published by the Imperial Record Department, Government of India. I shall deem it a very great favour if you will be so kind to get it reviewed in the next issue of The American Archivist.

I shall deem it a very great favour if you will kindly furnish me a copy of the issue in which the review may be published.

I have the honour to be,

Sir,

Your most obedient Servant.

S. Ray
for Director of Archives,
Government of India.

'Irshad'
27/5.

No. F. 49/40/47-P.
Government of India.
Imperial Record Department,
New Delhi-5, the 20th May 1947.

11th June

From:- Dr. B.N. Sen, M.A., Ph. D., B. Litt. (Oxon).,
Director of Archives, Government of India.

To -

The Managing Editor,
American Archivist,
323, Lincoln Hall,
University of Illinois
Urbana, Illinois,
U. S. A.

Sir,

I have pleasure in sending by surface mail a copy of the first issue of the INDIAN ARCHIVES, a quarterly journal on archival science, published by the Imperial Record Department, Government of India. I shall deem it a very great favour if you will be so kind to get it reviewed in the next issue of The American Archivist.

I shall deem it a very great favour if you will kindly furnish me a copy of the issue in which the review may be published.

I have the honour to be

Sir,

Your most obedient servant.

S. Roy

for Director of Archives,
Government of India.

'Ishad'
27/5.

August 7, 1947

Dr. S.N. Sen
Director of Archives
Imperial Record Department
New Delhi 5, India.

Dear Dr. Sen:

The copies of the January issue of The Indian Archives addressed to me personally and to the editor of The American Archivist have arrived and we thank you for them. I have asked the Secretary of the Society of American Archivists to arrange for an exchange of publications, and it is my understanding that these copies are to go to our society library in the National Archives; however, I had best not confuse you with directions which might be contrary to his instructions. We are subscribing - have entered an order some time ago, for the Illinois State Library.

Please accept my heartfelt congratulations upon the high quality and interesting articles you have published. I think you may get a number of American subscriptions on the basis of the universality of interest in what you are putting into the publication.

A brief news notes as to contents appeared in the April issue of The American Archivist. A review of the January issue appears in the October issue of the magazine, just now going to press. I will see that you receive a copy.

Your Mr. Chakravorti spent a little time with us just before his return to India. All I can say is that I wish we had him or someone just like him in this country to make the contributions he can and will make to technical problems. The need for such services is recognized in this country but we cannot pay salaries which would tempt young chemists to make archival work their profession. Aside from his obvious ability, I think all Americans who met him found him a delightful person to know, and a splendid good will ambassador for India. We all hope that the current unsettled conditions there will not curtail the fine work you have begun and that it may serve as one of the unifying factors in Indian life.

Sincerely,

Managing Editor



The National Archives

Washington, D. C.

RECOMMENDATION
PURCHASE AND SUPPLY

July 22, 1947

Miss Margaret C. Norton
Editor, The American Archivist
Archives Department
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

The National Archives is in receipt of a letter dated July 1, 1947, from Dr. W. S. Unger, editor of the Nederlandsch Archiefvenblad, proposing the establishment of an exchange of publications with the National Archives. A copy of Dr. Unger's letter is enclosed. You will note that Dr. Unger requests, among other items, copies of our "review," by which I assume he refers to the American Archivist.

I therefore wish to propose, in accordance with the resolution of the Council of the Society of American Archivists of November 7, 1945, that the Secretary and Editor of the Society authorize the National Archives to undertake to supply Dr. Unger with back and current issues of the American Archivist, the necessary copies to be made available by the Society, and the publications received from abroad in exchange to be retained in the National Archives Library.

If you approve this recommendation, I shall so inform Dr. Unger, at the same time asking him to inform me of his specific needs with respect to back issues of the American Archivist. My assumption is that the sense of the Council's resolution, referred to above, is that not only back copies, but current and future ones will be supplied for the purposes of such an exchange.

Subject to your approval, also, I hope that a procedure can be worked out so that the necessary copies of the American Archivist can be dispatched direct from the offices of the Society to the recipients abroad.

I am addressing today a letter identical to this to Dr. Cappon, Secretary of the Society, for his comment.

Sincerely yours,

Lester W. Smith
Lester W. Smith
Librarian

Enc. 1

C O P Y

R E D A C T I E
Van Het
NEDERLANDSCH
ARCHIEVENBLAD

(Dr. W. S. Unger)

Middelburg, 1. July 1947

My dear colleague,

As the editor of the Nederlandsch Archievenblad, the Netherland archivist review; I apply me to you. Though we have little space, we try to give as much information as possible about archivist problems aboard, and so it should be of great interest to us to have knowledge of the archivist publications of the States. Could you send me your annual reports, review and the publications of general interest? In exchange I could send you regularly (i.e. thrice a year) our review, if it is not yet at your disposition.

Truly yours

(Signed) W.S. Unger

Editor of the Ned. Archievenblad.
Abdij 1, Middelburg (Holland).

To the Archivist of the United States,

at

New York

July 31, 1947

Mr. Lester W. Smith, Librarian
The National Archives
Washington 25, D.C.

Dear Mr. Smith:

It is my understanding that the Council of the Society of American Archivists intends to exchange copies of The American Archivist for foreign archival publications, also that the National Archivist shall be the ultimate repository for publications received in exchange. I feel, however, that the editorial staff of The American Archivist should be given a chance to use these publications as they come in. So long as our News Notes Editor is a member of the staff of the National Archives it is agreeable to me that these publications should go directly to the Library of the National Archives, subject, however, to the right of the Managing Editor to borrow such publications for a short period in case she desires to use them for editorial purposes. I do not anticipate that that would happen often, but sometimes I might want to reprint some article or to have an extended review written or in case I would want to judge as to whether or not to invite some contributor to write something for us. In other words, I can not see how the Society of American Archivists can benefit from an exchange if we do not have access to the publications sent in for exchange.

I do not read Dutch so I am perfectly willing to have you get the Nederlandsch Archievenblad direct. The question arises in my mind more in relation to such periodicals as the new Indian Archives which I might need to see. Since writing that sentence I find that my own department has entered a subscription for that periodical so I will not need to have it come to us first. But there might be something that I might want to see. We can take up that problem as it arises, however.

Lester Cappon writes me that he will arrange for "sending all available back copies of The American Archivist and have the Netherlands Archives put on our mailing list to receive current copies." I am requesting him to do so.

Sincerely,

Managing Editor



July 2, 1948.

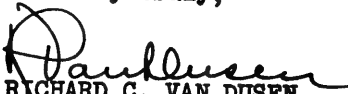
The Society of American Archivists
450 Ahnaip Street
Menasha, Wisconsin

Gentlemen:

Would you please tell us how we can obtain a copy of Bulletin No. 18, "Repair and Preservation of Records" by Adelaide E. Minogue, and a copy of the April 1945 issue of The American Archivist in which appeared an article on the flattening of folded records by the same author.

These items are listed in your bibliography on Page 356 of The American Archivist, dated October 1946.

Yours very truly,



RICHARD C. VAN DUSEN

RVD:NLD

Advertising Department

July 15, 1948

Mr. Richard C. Van Dusen
Advertising Department
Glens Falls Insurance Company
Glens Falls, N.Y.

Dear Mr. Van Dusen:

Bulletin No. 18 "Repair and Preservation of Records" by Adelaide E. Minogue was published by the National Archives, Washington 25, D.C. We presume that you can obtain a copy gratis by writing to the National Archives.

A copy of the April 1945 issue of THE AMERICAN ARCHIVIST may be purchased for \$1.25 by writing to the Secretary of the Society of American Archivists, Dr. Lester J. Cappon, Box 203, Williamsburg, Virginia. I do not think that the author received reprints unless she made special arrangements for same with the printer. This was before I became editor, so I do not know about this. Mrs. Minogue is no longer with the National Archives and I do not have her address at hand, but believe a letter addressed to her there would reach her. If she has reprints, she will doubtless be glad to send you one.

Sincerely,

February 6, 1947

Mrs. Coral H. Willis, Treasurer
Texas State Historical Association
Box 1131, University Station
Austin, Texas.

Dear Mrs. Willis:

Professor Theodore C. Pease of the University of Illinois, former editor of The American Archivist has forwarded your recent note concerning exchange relations with your Association.

Several years ago the Council of the Society of American Archivists instructed the then editor to discontinue exchanges with historical and archival agencies which would be eligible to membership in the Society. The reason for that resolution was that practically every such institution has a publication of some sort, and if we accepted an exchange in lieu of membership, this would materially reduce the income of the Society.

The records of the former Editor have not been filed with us, so we do not know what correspondence Professor Pease had with your Association with regard to the exchange. One copy only has been received by me in the year I have been editor (though my first number was the July 1946 issue.) The subscription list with which I started work (April 1945) does not list your institution. I assume, therefore, that Professor Pease must have removed your Association from the mailing list, perhaps in pursuance to instructions from the Council.

Since you say you have been sending your publication, we can only accept your statement and supply you with such numbers as we can. Beginning with the January 1947 issue, however, please discontinue sending us your periodical. The question of exchanges is to come before the Editorial Board shortly, and we will be glad to reconsider your case if you so desire. Perhaps you have correspondence with Professor Pease which would throw a new light on this relationship. If so, I would appreciate copies of pertinent letters.

I am very sorry that this misunderstanding has arisen. I am referring this correspondence to our Secretary, Dr. Lester J. Cappon, Box 103, Williamsburg, Virginia, with the request that he do what he can to supply you with the missing numbers.

Sincerely,

March 25, 1947

Periodical Department
Library
College of William and Mary
Williamsburg, Virginia.

Dear Sirs:

Your complaint that you have not received the October 1946 issue of the American Archivist is being referred to the Secretary of the Society, Dr. Lester J. Cappon, of Williamsburg, for adjustment. I have nothing to do with the subscription lists or with sending out copies, but I am sure Dr. Cappon will be able to take care of your difficulty.

Sincerely,

MANAGING EDITOR

ADDRESS REPLY TO
COMMANDANT
ELEVENTH NAVAL DISTRICT
AND REFER TO:

A19
Ser. 25-169

COMMANDANT'S OFFICE
ELEVENTH NAVAL DISTRICT
SAN DIEGO 30, CALIFORNIA

March 20, 1947.

Miss Margaret C. Norton, Editor,
American Archivist,
Archives Division,
State Library,
Springfield, Illinois.

Dear Madam:

It is requested that this office be furnished with copies of the 1947 issues of subject publication for use of personnel in assisting in the management and retirement of records, the application of Disposal Schedules, and in making procedural surveys.

It is further requested that this office be placed on the mailing list for future issues of subject periodical.

Very truly yours,



G. E. Young for
District Records Management Officer

March 25, 1947

Mr. G.E. Young for
District Records Management
Officer
Commandant's Office
Eleventh Naval District
San Diego 30, California.

Reference: A10
Ser. 25-189

Dear Mr. Young:

The American Archivist is the official journal of the Society of American Archivists and is distributed to members of the Society and to paid subscribers. Because we are a small Society and can afford only a limited edition we have no free mailing list. Subscriptions cost \$5.00 per year, payable to the Secretary, Dr. Lester J. Cappon, Box 203, Williamsburg, Virginia. If you are unable to manage a subscription, it may be possible for you to secure copies of articles in which you are particularly interested by addressing individual authors, each of whom receives a limited number of separates.

We are sorry that we cannot comply with your request to be put on our mailing list.

Sincerely,

MANAGING EDITOR

THE AMERICAN ARCHIVIST

EDITOR'S CORRESPONDENCE WITH GEORGE BANTA PUBLISHING COMPANY
1946-1947

(THIS FILE IS FROM THE SOCIETY OF AMERICAN
ARCHIVISTS' ARCHIVES WHICH ARE LOCATED AT THE
UNIVERSITY OF WISCONSIN ARCHIVES, MADISON -
RECORD SERIES 200/7/2 - BOX 1, FILE 9.)

Am. Archivist

1105 South Second Street
Springfield, Illinois
March 25, 1946

Mr. George Banta
George Banta Publishing Company
Menasha, Wisconsin

Dear Mr. Banta:

As Professor Theodore C. Pease of the University of Illinois has perhaps written you, he has resigned as Editor of The American Archivist, and I have been elected Editor, to start with the July 1946 issue. Professor Pease has been generous in giving me information about his relations with you, and I would like further information on the following points:

The Council of the Society of American Archivists has instructed me to try to get caught up with the date of our issued so that they will be issued as near as possible to the first of the month for which they are dated. About how long a time do you think I should allow for publication after sending the original copy?

We wish to begin using half-tone engravings and line drawings. Approximately how much would each cost per page? If possible, I should like to use about two pages in each issue.

Can I send you copy from which you will make the cuts, or will I have to have the cuts made elsewhere? If we use two pages of cuts, will the pages have to be one sheet which would mean that we will have to get the alignment of articles arranged according to where the illustrations would fall in the signature, or can the second page of illustrations be put anywhere in the number?

Can two illustrations be made into a one-page half-tone cut for approximately the same price as though the entire page was taken up by one picture? How about paper for this? Would it be practicable to use less expensive paper than that usually used for, let us say, frontispieces, and to print on the back? I am thinking of such periodicals as TIME and NEWSWEEK. I realize that the paper we are now using could not be used for half-tones but perhaps one or two sheets of this other type of paper could be inserted. I should think that our present paper could be used for line cuts.

Professor Pease tells me that you agree to keep the style uniform. For the present at least, I would like to use the present format for the articles but to put Reviews of Books, News Notes and a new technical section in two-column form but using about the same size type. Please instruct me as to how definite I must be in specifying type faces and sizes.

Banta
3-25-46.

-2-

There has been some criticism of our present system of stapling The American Archivist, because the signatures are too great to permit of successful sewing. How much more would it cost to print and staple The American Archivist in signatures of standard length?

At present it is the policy of The American Archivist to supply extra copies of the number to our contributors. It is probable that the Council of the Society will soon direct the Editor to supply reprints. Can you give me any idea as to the probable cost of separates of, let us say, ten pages each and the present system?

Sincerely,

Editor-Elect
THE AMERICAN ARCHIVIST

mon:lk



The Collegiate Press

GEORGE BANTA PUBLISHING COMPANY

Manufacturing Publishers

GENERAL OFFICES AND PLANT
MENASHA, WISCONSIN

March 27, 1946.

Miss Margaret C. Norton,
State Archivist,
Springfield, Illinois.

Dear Miss Norton:

I would like to take this opportunity to congratulate you upon your appointment as editor of THE AMERICAN ARCHIVIST. Word to this effect reached me this morning from Mr. Charles Paspe. We have enjoyed many years of pleasant association with the editors of THE AMERICAN ARCHIVIST, and I do want you to feel free to call on me for any information or assistance. I shall be pleased at the opportunity to be helpful to you in your new editorial duties.

Sincere good wishes.

Cordially,

Harold J. Bachmann

GEORGE BANTA PUBLISHING COMPANY

HJB:VF



The Collegiate Press

GEORGE BANTA PUBLISHING COMPANY
Manufacturing Publishers

GENERAL OFFICES AND PLANT
MENASHA, WISCONSIN

March 27, 1946.

Miss Margaret C. Norton,
1105 South Second Street,
Springfield, Illinois.

Dear Miss Norton:

Your letter of March twenty-fifth is received. I am glad to welcome you as the new editor of THE AMERICAN ARCHIVIST. I know we will get on well and I assure you that we will do everything we can to help you with the work.

Since THE AMERICAN ARCHIVIST here is handled by Mr. Harold Bachmann, I am turning your letter over to him for reply so that he may carry through on it. I want you to feel that you can ask questions at any time and that we will do everything we can to carry out your ideas.

It happens that we have some very good friends and customers in Springfield, the C. C. Thomas's, whom you may know. We have had the pleasantest sort of a relationship with them for a great many years.

Sincerely yours,

Geo. Banta Jr.
GEORGE BANTA PUBLISHING COMPANY

GB JR'GG



The Collegiate Press

GEORGE BANTA PUBLISHING COMPANY

Manufacturing Publishers

★ ★ ★
GENERAL OFFICES AND PLANT
MENASHA, WISCONSIN

April 4, 1946.

Miss Margaret C. Norton,
1105 South Second Street,
Springfield, Illinois.

Dear Miss Norton:

Mr. Banta has given me your letter containing a few questions in regard to your work and our work on the AMERICAN ARCHIVIST. I have changed our records to indicate that you will take over as editor with the July, 1946 issue.

At the present moment it is a little difficult to plan a definite schedule. Usually we planned, in pre-war days, to have an issue in the mail approximately thirty days after the receipt of manuscript. It is almost impossible, with the usual manufacturing problems and those presented in readjustment of our returned servicemen, to plan on less than six weeks. Until things straighten out a little, as we keep hoping they will do, I think it would be well to plan to send the copy about six weeks before publication.

It is not possible to give prices for halftones and line drawings until I can tell exactly how the items are to be arranged, for I gather that you do not mean one item to be used on each page, but rather groupings of items. In making up the groups, the artwork required for layout, the engraver's time work required by opaquing, outlining and so forth, would perceptibly alter a general given price. If you could let me know about what you have in mind, I will be glad to check prices for you. Also I'll be glad to care for having any of your cuts made here, either the halftones or the line drawings.

Miss Margaret C. Norton,
Page Two.

If two pages of cuts were used and printed back to back, the sheet could be tipped in with ease at any place in the book, and the alignment of articles would not have to be altered from original plan. If two separate sheets, printed each on only one side are used, the same arrangement could be worked out.

I would suggest that when inserts are used, they be printed on stock of equal quality of that used for frontispieces. The cost would be very little more than if printed on an inexpensive stock such as used in Time or Newsweek, and the effect would be perceptibly better. The text paper used at present will work nicely for line cuts.

I would say that if you can do so, it will be most help ful to have definite indications made in regard to specifying type faces and sizes. If you are unacquainted with these sizes, I might go through a volume of the AMERICAN ARCHIVIST and mark the different sizes of type used throughout for your guidance. Items to be set in two column form need only to be marked "set double column" or "set two column", to indicate that makeup.

I do not understand your question in regard to the matter of stapling the magazines. Would you mean that you would rather have the AMERICAN ARCHIVIST made up in 32-page signatures which would be placed one on top of the other and stapling done at the side rather than through the backbone?

Our prices for the ARCHIVIST include general prices for reprints. In quantities of 25, a twelve page reprint can be obtained for \$5.75, a sixteen page for the same, a twenty page for \$7.64 and a twenty-four page reprint for \$8.63. In quantities of 50, the twelve page reprint would cost \$6.25; a sixteen page \$6.50; a twenty page \$8.50 and a twenty-four page \$9.75. In quantities of 100, a twelve page reprint could be obtained for \$7.25; a sixteen for \$8.00, a twenty page for \$10.25, and a twenty-four page for \$12.00.

Sincerely yours,

Harold J. Bachmann

Harold Bachmann
GEORGE BANTA PUBLISHING COMPANY

HJB:GG

1105 South Second Street
Springfield, Illinois
April 6, 1946

Mr. Harold Bachmann
George Banta Publishing Company
Menasha, Wisconsin

Dear Mr. Bachmann:

Thank you for your kind note of March 27th concerning my appointment as Editor of The American Archivist. I wrote to Mr. Banta himself asking a number of questions about publications, to which he replied that he was turning my letter over to you. You will see by that that I am inexperienced in editorial work on periodicals.

There has been some demand on the part of our members for a somewhat livelier journal than we have had in the past. Professor Pease did the best he could with the material he was able to get. I shall be working for a broader coverage of material and shall probably use more short articles and fillers than he did. Also, I am anxious to begin the use of illustrations.

I am hoping to get copy for the July issue off to you as soon as possible after the first of May. When you see this material you will doubtless have suggestions for better ways of putting it together than I will be using. Please not only feel free to make suggestions at any time, but remember that I am going to be depending upon you much more than Professor Pease did for the physical appearance of The American Archivist. I am not sensitive and want constructive criticisms.

Sincerely,

Editor-Elect
THE AMERICAN ARCHIVIST

mch:lk



The Collegiate Press

GEORGE BANTA PUBLISHING COMPANY
Manufacturing Publishers.

* * *
GENERAL OFFICES AND PLANT
MENASHA, WISCONSIN

April 8, 1946.

Miss Margaret C. Norton,
1105 South Second Street,
Springfield, Illinois.

Dear Miss Norton:

Since writing you a few days ago, I have been thinking over the matter of the ARCHIVIST and its illustrations. Until I hear further from you it will be a little difficult to know exactly what the illustrations will involve, but I have been thinking over the matter and wondered if the entire solution of the problem wouldn't be a change of the body stock to a smooth finished style, which we could do at no increased cost whatsoever. I am enclosing a sample of Super stock which might work nicely. In using a stock like this, you would find it much easier to work in your illustrations for they could be run right in with the text any place in the book and would not have to be tipped inserts as would be the case with the present body stock ~~was~~ to be used. This kind of stock will print anything, line drawings of halftone pictures.

I'm mighty interested in the plan to liven up the JOURNAL a bit and if there is anything I can do or any ideas which you would like for me to work out, I'll be glad to do so. We might, for instance, be thinking about a new cover setup which would add a bit of pep. Would you like to have me try one? Our artist might be able to make up a sketch which could be used, at not too great a price for artwork. Perhaps you have somebody in the Society who would have ideas about a new cover setup. This is merely a suggestion and I am making it because we have time enough to work out the matter if it interests you. I have a feeling that an attractive cover makes

Miss Margaret C. Norton,
Page two.

people look inside the book about five times as fast as a
run-of-the-mill cover.

I'll be interested to hear from you in regard to
these suggestions. Any items of format which you think might
need attention, you might so indicate to me also.

Sincere good wishes.

Cordially,

Harold J. Bachmann

Harold Bachmann
GEORGE BANTA PUBLISHING COMPANY

HJB:VF

THE ESSEX AND SU



among its members such graduates as: Jean Haviland, first girl ever to hold the office of president of Student Senate (she is also on the centennial committee); Shirley Morgan, president of the chapter and editor of the weekly paper, *Dynamo*; Majel Hammond, vice-president of the chapter and editor of *Unonian*, annual.

We are planning at the Tri Delta house, better known as "The Lodge," a new recreation room as an addition to the first floor. Our Lodge, built on the design of three deltas, was planned by Ruth Gregory Knoll (Mrs. Henry G.), an alumna of the chapter, whose daughter, Jacqueline, is a collegiate member.

University of Mississippi—Chi

Because of the location of the University of Mississippi, members of Chi chapter are not able to participate in service or reconversion activities other than the various drives, such as War Fund and World Service. In both drives, Tri Deltas were active as leaders and volunteers. One of our members, Mary Ann Rivers, received the honor of Victory Bond Queen as a result of the work of the chapter in the War Fund drive.

University of North Dakota—Theta Sigma

Four of the five major characters were Tri Deltas in the opera, "Hansel and Gretel," recently given by the University Women's Glee Club, the first opera to be produced by university students in several years. Hope Morewood had the leading rôle of Hansel; the critics said that she was "excellent in her portrayal and added the necessary color, sprightliness, and humor." Kathleen Law took the part of the good-natured father, Darleen Nasset was the anxious mother, Mary T. Hanson enacted the hobbling old witch, and Betty Kretchmar was one of the fourteen angels who came to protect the sleeping children in the forest scene. Frances Torgerson is a member of the uni-

versity orchestra, which played between scenes.

Three out of nine delegates chosen this year to represent the campus Methodist organization at the Quadrennial National Methodist Student Conference at the University of Illinois during Christmas vacation were Tri Deltas—Pauline Olsen, Alice Russell, and Elaine Jensen.

University of Montana—Theta Rho

This fall Theta Rho chapter held a card party at the chapter house for the benefit of United China Relief, to which townspeople and all sororities were invited. Bettina Hillstrand, sophomore, was chosen campus chairman for the March of Dimes campaign. Shirley Johnson, sophomore, house representative for the same campaign, announced that the donation from the Tri Deltas was very satisfactory. During the campaign in the fall for American Red Cross, Tri Delta was one of the houses that donated one hundred per cent.

Northwestern University—Upsilon

Northwestern Tri Deltas didn't fight the war, but they surely were right there helping. One of the biggest campus activities at N.U. was support of the war bond drives by means of auctions, shows, and openhouses. During the seventh war loan drive each member and pledge found herself the possessor of one rare and precious cigarette, thanks to the chapter's having pledged and bought nearly two thousand dollars worth of bonds for one carton of cigarettes. Almost simultaneously several sororities on campus sponsored openhouses for civilian and Navy men, the price of admission being the purchase of a ten or twenty-five cent war stamp. With a counter decorated with photographs of our pin-up girls and a bevy of the girls themselves selling the stamps, the Tri Deltas soon found themselves doing a big business.

When V-J Day was past and the vic-

THE AMERICAN ARCHIVIST
Illinois State Library
Archives Department
Springfield, Illinois

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Published Quarterly by the Society of American Archivists

MARGARET C. NORTON
Managing Editor

Archives Department
Illinois State Library
Springfield, Illinois

Editorial Board

KARL L. TREVER
LEON De VALINGER, Jr.
GRACE LEE NUTE
WILLIAM D. OVERMAN

Reviews of Books
RICHARD G. WOOD

News Notes
KARL L. TREVER

Technical Committee
GUST SKORDAS

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Technical Committee
GUST SKORDAS

1105 South Second Street
Springfield, Illinois
April 17, 1946

Mr. Harold J. Bachmann
George Banta Publishing Company
Menasha, Wisconsin

Dear Mr. Bachmann:

Thank you for your helpful letters of April 4 and April 6. I have set May 1st as the deadline for copy for the July issue of the American Archivist and will try to send you copy as soon as possible after that date.

Your suggestion that you mark a copy of the American Archivist as to different sizes of types used would be very helpful to me, and I would appreciate your doing so.

For the July issue I shall have only two pictures which I may decide to put on one page or else I may decide to use them on two sheets. These could be a frontispiece and another page on regular half-tone paper. When you see what I send, I would like to have your advice.

I am feeling my way rather slowly in the matter of changing the physical form of the American Archivist too rapidly. For the October issue I hope to have an illustrated article which would make the use of the paper such as the sample you submitted with your April 8 letter would be appropriate. Some of the very members of the Society of American Archivists who have criticized the present layout as dull would probably be among the first to object to a complete changeover to another type of paper. I suspect that the paper we are now using is more permanent than the glossy paper. We will have until the October issue, therefore, to decide on the change in paper.

At present I have no ideas about a more attractive cover. Personally, I rather like the dignified cover design we are using. However, some people would like to see that changed. If you have any ideas on the subject, please pass them on for consideration by our Board of Editors. It is most unfortunate that I have not been able to get this Board together to discuss such policy matters.

You say that you do not understand my question in regard to the matter of stapling the magazines. Yes, what I had in mind was to have the American Archivist made up in 32-page signatures which would be placed one on top of the other and stapled on the side rather than on the backbone. I believe this would make for better binding of the separate numbers into volumes. I should not think this would make much change in cost.

Sincerely,

Editor-Elect
THE AMERICAN ARCHIVIST

men:lk

1105 South Second Street
Springfield, Illinois
April 24, 1946

Mr. Harold J. Bachmann
The George Banta Publishing Company
450 Ahnaip Street
Menasha, Wisconsin

Dear Mr. Bachmann:

Since writing you on April 17th I have received a letter from one of the members of my Editorial Board who has kindly made a survey of periodicals of the same nature as The American Archivist. He has also consulted other people on the subject. He reports that in his estimation the most attractive periodical is the Public Administration Review, which is published by the American Society for Public Administration, in Chicago. Lest you may not have a copy at hand I am enclosing photostats of sample pages.

While we could not use the exact type face in The American Archivist because our journal is too narrow, I think the general layout is one which we might well consider copying. The cover, which is always in a blue with black printing, is very effective, I think, and you might be able to plan a cover for us embodying the same ideas. While the inside of the cover and the title page of the Public Administration Review are attractive in appearance, I am not sure that we would have room to change to that pattern unless we continue to put the notation about the price, etc., on the inside of the cover as we have been doing. I do not particularly like the Public Administration Review's use of the name of the reviewer but not giving the name of the author of the book reviewed on the title page. I particularly like the way the title and author are set apart at the beginning of articles. I never did like the American Archivist's style of putting the name of the author at the end of the article where one has to hunt for it. I think we always want to see the name of the author and the title together. I also think the style of the initial letter and first word of the article is a little more distinctive than ours.

There is a good deal of complaint that our single-column pages are too long for comfortable reading. I do not see how we can change this in the article section to two columns, unless we change the size of our page, which of course is impracticable in the middle of a volume. I think perhaps as a starter we had better continue for the present to use one column for the articles and two columns for reviews and news notes.

I note that the PAR is sewed in sections of 32 pages each. The numbers seem to run in signatures of three and four each. The three-signature is about the same thickness as our usual number. We

H. Bachmann
Banta; Wisconsin

-2-

probably cannot afford the expense of sewing, but I believe side stapling would not be too objectionable.

I also get a good many complaints that our present method of stapling makes it difficult for a person to locate an individual number standing on a shelf. This side stapling which I am proposing would probably permit a more legible spine. PAR is in type about 5/32 of an inch high, all caps and runs almost the entire length of the spine. The order is as follows: Public Administration Review, Summer 1944, Vol. 4, No. 3.

Of course it is necessary for The American Archivist to keep down our costs of typing as much as we can. I am wondering, however, if it would be very expensive to make these simple but effective changes in design.

Most of my material for the July issue except my news notes section is already in and I am about to start putting the number together and hope to get it to you as early as possible in May. Would we have time to make these changes in time for the July issue. Even if it meant a short delay, I think it might be desirable. I

I would appreciate your reaction to these suggestions, therefore, as soon as you can conveniently give them to me. The format we decide upon will have an effect upon the way I prepare copy.

Enclosed is copy for a letterhead. I do not particularly like so much information on a letterhead, but it is almost necessary in this case. I do not know whether you do that sort of job printing. If you do, I wish to place an order for 1,000 copies, on a good quality white bond paper, black ink, leaving the style of type to your judgment. I also will want the same number of No. 10 envelopes for which I also enclose copy. Please send the stationery to me, but bill the Secretary of the Society, Dr. Lester J. Cappon, P. O. Box 203, Williamsburg, Virginia.

What has Professor Pease's custom been in relation to shipping copy to you? It would be less confusing to us here at the State Library if Banta could pay express both ways and bill the Society accordingly. However, if that is not convenient for you, we will take care of it as you suggest.

Sincerely,

Editor-Elect
THE AMERICAN ARCHIVIST

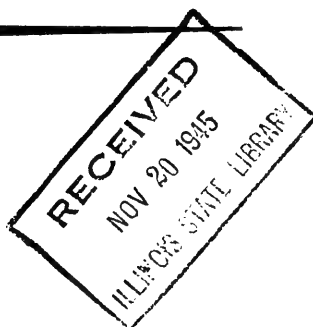
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VOLUME V

AUTUMN 1945

NUMBER 4

*Public
Administration
Review*



THE JOURNAL OF THE AMERICAN SOCIETY
FOR PUBLIC ADMINISTRATION

The American Society for Public Administration

To Advance the Science, Processes, and Art of Public Administration

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Public Administration Review

THE JOURNAL OF THE AMERICAN SOCIETY FOR PUBLIC ADMINISTRATION

Volume V

AUTUMN • 1945

Number 4

Administrative Problems in Naval Procurement and Logistics

Foreword	Secretary James Forrestal	289
History—A Means of Self Analysis	Adm. E. C. Kalbfus	291
The Administration of the Navy, 1798-1945	Robert G. Albion	293
Organizing the Navy's Industrial Mobilization	Lt. Comdr. R. H. Connery	303
Wartime Problems in:		
Naval Logistics Administration	Adm. F. J. Horne	312
Procurement and Production	Adm. S. M. Robinson	317
Statistical Controls	Donald R. Belcher	323
Shipbuilding	Vice Adm. E. L. Cochrane	329
Supply Policies	Rear Adm. William J. Carter	336
Naval Transportation	Lt. Duncan S. Ballantine	342
OPA Volunteers: Big Democracy in Action	Chester Bowles	350
Civil Service Reform in France	Sgt. Frederick Gutheim	360
The Secretariat of the United Nations	John W. Masland	364
Labor Unions and Collective Bargaining in Government Agencies		373
Reviews of Books and Documents		
The Political Dynamics of Administration	Arthur W. Macmahon	380
Basic Social Science Applied to Administration	M. L. Wilson	386
British Naval Administration	Lt. Comdr. Myron P. Gilmore	391
Labor Educates an Author	E. B. Shultz	395
Military Government in Germany	Merle Fainsod	397
News of the Society		400

Published quarterly, in February, May, August, and November, by the American Society for Public Administration, 1313 East 60th Street, Chicago 37, Illinois. Entered as second class matter April 17, 1944, at the post office at Chicago, Illinois, under the Act of March 3, 1879.

The contents of *Public Administration Review* are indexed in Public Affairs Information Service, International Index to Periodicals, and Index to Legal Periodicals.

Subscriptions: \$5 a year. Single copies \$1.50. No discount to agents.

Annual membership dues: sustaining members \$10 or more; members \$5; junior members (those 28 years of age or less) \$3. Of the amount paid for membership dues, \$2.50 is allocated to the subscription to *Public Administration Review*.

Address: American Society for Public Administration
1313 East 60th Street, Chicago 37, Illinois

IN THIS NUMBER

JAMES FORRESTAL, Secretary of the Navy, came to Washington, D.C., in June, 1940, to serve as one of the administrative assistants to President Roosevelt. Two months later he became the first under secretary of the Navy. In this capacity he was charged with the direction of the Navy's rapidly expanding material procurement program. A naval reserve aviator in World War I, Mr. Forrestal had been president of the investment banking house of Dillon Read and Company before coming to Washington in 1940. Following the death of Secretary Knox, he became Secretary of the Navy on May 19, 1944.

ADMIRAL E. C. KALBFUS is the director of naval history. A member of the Class of 1899, U. S. Naval Academy, he saw active duty as a cadet in the Spanish-American War. In World War I he commanded his own ship and thereafter rose through the fleet to become Commander of the Battle Force. He has twice been president of the Naval War College, and since his retirement he has been on active duty as a member of the General Board of the Navy. He has now completed more than fifty years of continuous and distinguished service.

ROBERT G. ALBION, assistant director of naval history, received his A.B. degree at Bowdoin and his Ph.D. at Harvard. He has taught history at Princeton since 1922, where he is now professor of history. He has also been director of the summer session and assistant dean of the faculty at Princeton and president of the American Military Institute. Dr. Albion's books include *Forests and Sea Power*, *Sea Lanes in Wartime*, and *The Rise of New York Port*. He has also written numerous articles on naval history.

ROBERT H. CONNERY, lieutenant commander, U.S.N.R., is a graduate of the University of Minnesota and of Columbia University in New York City, where he received his Ph.D. in public administration and government. He was later instructor in government at Columbia from 1933-39; a fellow of the Brookings Institution; director, Commission on American Citizenship; and staff member of various administrative survey bodies, including the President's Committee on Administrative Management. He was commissioned in the Naval Reserve in May, 1942, for duty in the officer training division of the Bureau of Naval Personnel. Later he was transferred to the office of naval history.

ADMIRAL F. J. HORNE is the vice chief of naval operations, responsible under Fleet Admiral King for the logistics administration of the Navy. He has recently completed fifty years of service on the active list of the Navy, during which time he has served with distinction in many positions of responsibility. He has completed courses at both the Naval War College and the Army War College. Among his many assignments of duty have been the command of the U.S.S. *Saratoga*, the command of the Aircraft Battle Force, and membership on the General Board of the Navy.

ADMIRAL S. M. ROBINSON was made chief of the Office of Procurement and Material, Navy Department, in January, 1942, being transferred to that position directly from duty as chief of the Bureau of Ships and coordinator of ship-building. After graduating from Annapolis in 1903 and extensive engineering duty at sea, he was one of the first naval officers to aid in the development of electrical engines for naval vessels. Following duty as Pacific Fleet engineering officer, he was head of the design division of the Bureau of Engineering, and then engineer-in-chief and chief of that bureau.

The Secretariat of the United Nations

By JOHN W. MASLAND

Associate Professor of Political Science, Stanford University

DURING the United Nations Conference on International Organization and in the discussions of its accomplishments which have followed, certain of the more controversial features of the Charter, such as the voting procedure of the Security Council, have drawn public attention. Other features of far-reaching importance which were discussed at San Francisco have evoked little comment. One of these concerns the establishment of the Secretariat of the Organization, provided in Chapter XV of the Charter. Ambassador L. B. Pearson of Canada, one of the principal figures in the committee discussions leading to the final approval of Chapter XV, told his colleagues in his concluding remarks that these provisions "may prove to be of greater consequence in the development of international cooperation than certain other more exciting and controversial paragraphs of our Charter. We have, in fact, drawn up a Charter for an international civil service, and done it in such a way as to insure, insofar as we can by written provisions, that this service will be based on the independence, integrity and efficiency of its members."¹

The Dumbarton Oaks Proposals, drawn up by the sponsoring governments of the United States, the United Kingdom, the Soviet Union, and China, contained three paragraphs relating to the Secretariat, as follows:

1. There should be a Secretariat comprising a Secretary-General and such staff as may be required. The Secretary-General should be the chief admin-

istrative officer of the Organization. He should be elected by the General Assembly, on recommendation of the Security Council, for such term and under such conditions as are specified in the Charter.

2. The Secretary-General should act in that capacity in all meetings of the General Assembly, of the Security Council, and of the Economic and Social Council and should make an annual report to the General Assembly on the work of the Organization.

3. The Secretary-General should have the right to bring to the attention of the Security Council any matter which in his opinion may threaten international peace and security.

The first two paragraphs are somewhat similar to Article 6 of the Covenant of the League of Nations. The third paragraph introduces a new concept of the role of the secretary-general in an international body.

The San Francisco Conference expanded these three paragraphs into five articles of the new Charter. In large measure the expansion was brought about by the representatives of certain of the small powers. It is well known that these powers had many serious misgivings about features of the Charter which they feared might result in complete domination of the Organization by the big powers. Consequently, they made every effort at the conference to strengthen those organs or arrangements which they felt might serve the interests of the small states. Thus they worked together for more specific economic and social cooperation and, in the case which we shall examine in this article, for an independent and effective Secretariat.

The Dumbarton Oaks Proposals, which formed the agenda of the San Francisco Conference, were divided among twelve technical committees for purposes of discussion and decision. Each of the fifty delega-

¹This and other quotations, as well as the general factual framework for this discussion, are drawn from the published documents of the UNCIO, specifically Nos. 2, 42, 191, 328, 375, 440, 538, 574, 627, 720, 732, 762, 789, 933, 956, 974, 975, 984, 1072, 1087, 1159, 1167, and 1186, and the unpublished minutes of Subcommittee 1/s/D.

democratic training of successful negotiation without government participation.

The two volumes have the same purpose, namely, to serve as comprehensive textbooks in the private personnel field. The author has, with a great deal of care, brought up to date developments and procedures in technical phases of personnel administration. The earlier conclusions are modified primarily to the effect that the unions chosen by employees to represent them have a legitimate interest in every phase of personnel administration and that this fact requires procedures which permit that interest to function. Mr. Walters is to be congratulated for the frankness and wholeheartedness with which he has altered his former position of ignoring or opposing unions

and has discovered them as an important and useful factor in strengthening democracy in industrial society. He seems to have arrived at his present position on the basis of wide first-hand experience with private industry. If this is true, it would serve as a basis for the hope that labor relations are coming of age in the United States; that the period in which unions had to fight continuously for the right to exist is coming to an end, leaving them free to make the contribution to democracy in industrial relations of which they are capable. This is an evidence of maturity of relationships between responsible parties, relationships which will permit important issues and problems of personnel relations to be resolved on their merits.

Military Government in Germany

By Merle Fainsod, Harvard University

MILITARY OCCUPATION AND THE RULE OF LAW: OCCUPATION GOVERNMENT IN THE RHINELAND, 1918-1923, by ERNST FRAENKEL. Oxford University Press, 1944. Pp. xi, 267. \$3.50.

MILITARY government has attracted relatively little attention from American students of government and public administration. This neglect, if it is neglect, is now by way of being remedied. The wide-ranging responsibilities recently assumed by American military governors in Europe and the Far East have stimulated a fresh interest in the field. The appearance of Dr. Fraenkel's work is proof that this interest is beginning to bear fruit in serious investigation and analysis.

Dr. Frankel's book covers the five years of occupation government in the Rhineland from 1918 to 1923. During this period the United States shared occupational responsibilities with France, Great Britain, and Belgium. Each of these four powers was assigned a separate occupational zone. The commanders of each occupation army exercised a considerable degree of independence within their respective zones. For the duration of the Armistice Period (November 11, 1918-January 10, 1920), however, they remained nominally subject to the control of Marshal Foch, the supreme com-

mander of the allied and associated powers. During the Armistice Period provision was made by the Rhineland Agreement of January 28, 1919, for a shift from military to civilian control. Under the terms of the Rhineland Agreement an Inter-Allied Rhineland High Commission, composed of representatives of the four occupying powers, was created to coordinate policy within the four zones. Until the ratification of the Peace Treaty on January 10, 1920, this commission exercised its authority in the name of the chief commander, Marshal Foch. After ratification it replaced Foch as the supreme representative of the allied and associated powers in the Rhineland. The failure of the United States to ratify the Versailles Treaty introduced a special complication. Since the United States was not party to the treaty, it presumably could not legally recognize the jurisdiction of the commission in its own zone. In practice, however, a *modus vivendi* was arrived at by which an American delegate participated unofficially in the work of the commission and the American zone commander proclaimed the ordinances of the commission as legally binding in his area. This remained the status until 1923, when the last American soldiers were evacuated from the Rhineland.

Health, and acting dean of the School of Public Health, Harvard University
Marion B. Lambie, professor of government, Harvard University
Thomas F. Sullivan, police commissioner, city of Boston

The program included planning for the discussion of various topics, namely: the retirement system at the federal, state, and municipal levels; public utility development along the lines of TVA; problems of the returning veterans. Dates will be determined by the presence in Boston of speakers and all sessions will be dinner meetings followed by speaking and discussion. The Chapter officers also considered the possibility of Society members in other New England states attending the Massachusetts meetings.

The first meeting of the seventh program season of the New York Metropolitan Chapter was held Tuesday, October 9, at New York University Faculty Club. **Louis E. Yavner**, commissioner in the department of investigation of the City of New York, and **Rudolph Halsey**, chief counsel of the Mead Committee

of the United States Senate, discussed the possibilities and problems for the administrator of investigation as a tool of control, whether by a legislative or executive body.

The tentative program of meetings for the year includes as speakers: **Herbert Emmerich**, director, Public Administration Clearing House; **Paul H. Appleby**, assistant director, U. S. Bureau of the Budget; **Rowland Egger**, director, Bolivian Development Corporation, and formerly director of the budget for the State of Virginia. The schedule of subsequent meetings is December 12, 1945; January 8, 1946; March 13, 1946; and April 9, 1946.

The first meeting of the 1945-46 season of the Washington, D.C., Chapter was held Tuesday evening, October 30. **Henry A. Wallace**, Secretary of Commerce, addressed the chapter. He reviewed the work of the Department of Commerce as it is now functioning and discussed its further reorganization. The title of Mr. Wallace's address was "The Role of the Department of Commerce in the Reconversion of the National Economy."

Health, and acting dean of the School of Public Health, Harvard University
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The Collegiate Press

GEORGE BANTA PUBLISHING COMPANY
Manufacturing Publishers

★ ★ ★
GENERAL OFFICES AND PLANT
MENASHA, WISCONSIN

April 26, 1946.

Miss Margaret C. Norton,
1105 South Second Street,
Springfield, Illinois.

Dear Miss Norton:

A copy of the AMERICAN ARCHIVIST marked to indicate the different sizes of type used will be sent to you under separate cover. I think you will find such a marked copy interesting and helpful.

I appreciate your note in regard to the date on which you expect to have copy for the July number ready, and I shall write you immediately in regard to the use of the pictures which will accompany some of the items.

Just as soon as our art department can get out from under the load of work for magazines which must be at schools before their closings, I can have the matter of a possible cover change checked up and perhaps I can do this sometime in June and send it along to you.

Thanks, I do now understand your question in regard to the matter of stapling. If the AMERICAN ARCHIVIST were to be made up as a side-wired rather than a saddle-wired book the increase in cost for an additional 600 copies would be only nine or ten dollars. If you would like to have that format used at any time, let me know and I can get definite quotations in addition to our regular price scale. I am in complete agreement with the fact that side-wire binding would make for better volume binding, eventually.

Sincerely yours,

Harold J. Bachmann

Harold Bachmann
GEORGE BANTA PUBLISHING COMPANY

HJB:RM



The Collegiate Press

GEORGE BANTA PUBLISHING COMPANY
Manufacturing Publishers

* * *
GENERAL OFFICES AND PLANT
MENASHA, WISCONSIN

May 3, 1946.

Miss Margaret C. Norton,
1105 South Second Street,
Springfield, Illinois.

Dear Miss Norton:

I was very interested to have your April 24 note in regard to THE AMERICAN ARCHIVIST format. It so happens that we print the Public Administration Review and that it is one of the magazines which also is under my direction. The general layout of the Review can easily be followed. The cover and the index pages are going to be different for the publishers of the Review are planning to abandon this present format. I have made up some sample covers for them including the contents on the front cover. If you wish I am sure there would be no objection to adopting this sample cover which they have used and have now found it advisable to change. The words "AMERICAN ARCHIVIST" could be set up in type and the type enlarged photographically as I did for the Review. Just send along any other copy which you wish used on the front cover, and I'll make up a sample for you. I don't know just exactly what lines you would care to use at the bottom of that page. It seems to me that for your purposes, Cover II made up in the manner in which we usually run it for the ARCHIVIST is more desirable than the Cover II of the Public Administration Review. The contents wouldn't work out exactly as well because your type page is but twenty-seven picas; whereas PAR is thirty-two. It would mean that titles such as those in your January issue would be long and run over the one line given in PAR to each item.

I agree with you that the manner in which the title and author are used is much more effective than the format which the ARCHIVIST has been employing. When you make up your copy you might so indicate and the changeover can be made with no difficulty. By this I mean also to include the desired style for the initial letter and first word.



Miss Margaret C. Norton,
Page Two.

The present width of line is actually not too long for reading. It isn't until a line gets to be over thirty picas in width that one has difficulty with eyestrain. The use of double-column even for reviews and notes is prohibitive for a small-circulation magazine such as the AMERICAN ARCHIVIST for setting in two columns requires quite a bit of extra work, and double-column type pages are therefore much more expensive than the single-column pages. The expense for sewing would also be prohibitive, but I am sure that the stapling which we will plan to use will serve the purpose well, especially in that it will allow a good backbone identification also.

Generally I would say that we can make up a new cover following PAR, ~~then~~ the inside front cover and contents page in the way they have been used and make up articles with the type of headings, initial and capped first word the same as in PAR but keeping the entire issue to full column pages. These ~~noted~~ changes would not be very expensive and could be employed at once for the July number.

I have entered orders for letter-heads and envelopes and will send the proof of the material to you soon.

It will be perfectly all right to ship copy express, collect, and I can bill you at the same time as the remaining items for the issue.

Sincerely,

Harold J. Bachmann



GEORGE BANTA PUBLISHING COMPANY

HJB'RM

1105 South Second St.
Springfield, Illinois
May 4, 1946.

Mr. Harold Bachmann
George Banta Publishing Company
450 Ahnaip St.
Menasha, Wisconsin:

Dear Mr. Bachmann:

Here, for better or for worse, is copy for the July issue of THE AMERICAN ARCHIVIST. You will notice that I have not marked copy for point and style. In the copy you sent me you failed to mark all sizes of type and so far I have not been able to get hold of a sample form for Caslon Old Face. I brought home some printing face books, one of which shows Caslon, Caslon Bold and Calon New, but I thought it would be more confusing than helpful to ask you to translate from these especially since the sizes seem to be quite different. Therefore I am requesting you to mark the copy for me.

For this first issue at least, I am making only one change from the style used by the former editor, Professor F.C. Pease. I want to follow the style shown in Public Administration Review for the headings of major articles - that is, to give the title in a bold print, together with the author and his position at the head of the article. The type point should be, for the title, somewhere between the size used in Public Administration and what you have been using. I leave that to your artistic eye. I never did like the idea of having to hunt for the author's name at the end of the article.

O, yes, there is one other change I want made. I want the Book Reviews and the News Notes sections in two columns, which I suppose will perhaps change the type point. Don't get it too small, though. Would it be possible for you to submit samples of the e two for my approval before you go to the expense of setting type on all of it?

So far I have not had instructions from the Council of the Society of American Archivists about reprints, for which several of the contributors have particularly asked. What I hope we can do is to line up the articles in such a manner that each new article will start on an even numbered page, also the beginning only of the Book Review section. That would permit us to cut up extra copies of the number for issue as reprints without the expense of a separate edition. I hope that is the way the Council will want the matter handled.

I believe the two illustrations will best go in as a frontispiece

and the other as a full page illustration tipped in somewhere in the middle of or at the end of the article.

I hope your artist can find time for a newly designed cover for this issue - something striking but simple - a matter of selecting the correct type and lay-out. If he is not able to do so in time, I don't want this issue held up for that - We will use the old style.

A good many of our members, in commenting upon The American Archivist say that it is dull looking and hard to read, yet they all comment on the superb press work. I would like to have you help me with this is that is within your province. I think myself that much of the trouble is with the type face we are using. I think Caslon Old Face is too thin, giving the general effect of "respectable maiden lady, traveling alone." I think we ought to try for something like the well groomed, posed, topflight private secretary who is a lady but who knows her way around. Of course, I must be careful of our budget, but once we decide on a change I should not think there would be more cost one way than the other. What do you feel about this?

Sincerely,

Editor, The American Archivist

1105 South Second Street
Springfield, Illinois
May 8, 1946

Mr. Harold Bachmann
The George Banta Publishing Company
Menasha, Wisconsin

Dear Mr. Bachmann:

Copy for the July issue was shipped to you express prepaid on Monday of this week in order to avoid the embargo on express shipments which goes into effect here on Thursday of this week. I had of course not received your letter of May 3rd at the time this was sent out. You will see, however, that the two of us are thinking along very much the same lines.

I believe that for the cover we should use the same items that are given on the Public Administration Review. However, what goes on and the way it goes on will depend a little bit on the artistic effect which you can achieve with a periodical with a different name. I tried to lay out a cover for The American Archivist following that and wondered whether it would be as artistic for us as for the other name. However, I am leaving that to you.

I agree with you that the inside cover, the title page and the table of contents probably are better in our present format. Our table of contents would not go on the same page with our title page, and as I said before, I do not like the practice of the Public Administration Review of omitting the name of the author of the book in order to give the name of the reviewer.

I think we can use the style of titles for articles used by the Public Administration Review, but of course we will have to reduce the size of the type to conform to our page. However, I believe we can use a type that is somewhat larger than our present type for titles. I tried to indicate what I wanted, but did not indicate the style of the initial letter and first word because as I told you in the letter which I enclosed with copy. I did not have a sample of the type face and so could not give you the point. I like the use of the initial letter corresponding to three lines of type and the initial letter being in caps using the same style as Public Administration Review.

You say that the present width of line is actually not too long for reading. That is probably true, because other books and periodicals do use as long a line. I believe that the trouble is with the type face; that is, that a rounder letter would be more legible than this type face which we use, which

H. Bachmann
Banta
5-8-46.

-2-

seems to me is too narrow. At any rate, among the numerous comments we have received on The American Archivist a great many people have complained that our magazine is hard to read and that it is dull looking. I suppose we cannot at present change that, but I would like to have you make some suggestions along that line for the October issue. I like caslon type, but I believe there are at least three caslon type faces; possibly one of the others would be better for us.

Sincerely,

Editor
THE AMERICAN ARCHIVIST

mcn:lk

*American
Archivist*

1105 South Second Street
Springfield, Illinois
May 11, 1946

Mr. Harold Bachmann
The George Banta Publishing Company
Menasha, Wisconsin

Dear Mr. Bachmann:

Enclosed is additional copy for the July issue of The American Archivist. This came after I had sent copy to you, but I believe we can get it in. It will be a part of the news notes and will go immediately after what you already have.

Sincerely,

Editor
THE AMERICAN ARCHIVIST

mcn:lk
Enc.


The Collegiate Press

GEORGE BANTA PUBLISHING COMPANY
Manufacturing Publishers

* * *
GENERAL OFFICES AND PLANT
MENASHA, WISCONSIN

May 11, 1946.

Miss Margaret Norton,
1105 South Second Street,
Springfield, Illinois.

Dear Miss Norton:

A copy of the Banta book of type faces has gone forward to you for your consideration of a new type for the body of the AMERICAN ARCHIVIST. Your letters seem to indicate that you particularly like a Caslon and perhaps Caslon Olde Style No. 7 will be the answer. There is a goodly choice of linotype faces which could be used for the ARCHIVIST and I know that we are definitely thinking along the same lines when I realize that Caslon Olde Face has always been more or less of an orphan to me. I am delighted with your characterization of this particular type!

I shall plan to go right ahead with having a cover made up in the design of the PUBLIC ADMINISTRATION REVIEW. This can be handled regardless of what body type is to be used. The name will work out much better than PUBLIC ADMINISTRATION REVIEW, which proved quite a problem because of its length. The title page and the table of contents will run in the present format and generally I'll go through the copy and put it into what I devine to be your thought on particular problems. I am going to like the new style for the titles for articles and I believe your "Public" will like it also.

I still believe that we can save money and give effective typesetting to the Book Reviews if the present length of line is maintained and a different body type employed. The use of initial letters for the articles is good but the reviews I believe should run exactly as they have been, with a new page heading.

Miss Margaret Norton.

Page Two.

Aside from the faces shown in the type book we have Caledonia which we acquired after this book was printed. I don't have exact samples but I am sending you a copy of THE KEY which uses Caledonia for the body type. Perhaps that face would strike your fancy. It's a good face, and personally I am very fond of it and believe that it will definitely be "top flight."

I had better wait your comment on change of body type before going ahead with marking any of this type for setting. The body type will, of course, regulate the kind of type and size for the headings. As soon as I have your opinion I can set some samples.

Sincerely,

Harold J. Bachmann

Harold Bachmann
GEORGE BANTA PUBLISHING COMPANY

HJB'EZ



The Collegiate Press

GEORGE BANTA PUBLISHING COMPANY
Manufacturing Publishers

★ ★ ★
GENERAL OFFICES AND PLANT
MENASHA, WISCONSIN

May 14, 1946.

Miss Margaret Norton,
1105 South Second Street,
Springfield, Illinois.

Dear Miss Norton:

I wish to submit herewith my dissertation on frontispieces for the AMERICAN ARCHIVIST! However, the fact that you didn't give instructions in regard to the exact use of the photos leads me to believe that a few words in this regard might be apropos.

The photographs are not of exact proportion to be used for the ARCHIVIST. In the proportions in which they are furnished, the cuts would have to be run sideways on the page, and it would make the least particular picture look rather ludicrous. They will then have to be run horizontally on the page, and in so doing I have tried to show in these Exhibits "A", "B" and "C" just what can be done. If the frontispiece is to have a legend of a few lines I would suggest the layout I have marked "A", which should work out nicely, or perhaps you would rather bleed the cuts--that is, have it run off the page at the top and both sides. This could be done with a legend of approximate length which I have indicated in form "B". It seems to me, however, that we could combine both the frontispiece and the editorial picture into one cut as shown in Exhibit "C" least expensively and quite effectively. I don't know just what you have planned for a legend, but two cuts made up into a layout such as this could be covered by a run legend--in fact, it need be just a couple words, and at first I thought that we could copy the title of the editorial in this position, but I guess that until you read the editorial it wouldn't be very clear.

Miss Margaret Norton,
Page Two.

Maybe, and just for a guess, the two pictures used together as a frontispiece could carry the legend "Documentary Evidence?"-- or words to that effect (I do believe that photos such as these are considered "Documentary Evidence" are they not, even when applied to County Registrars). Because the two pictures deal with exactly the same subject their combination seems to me to be possible, and, of course, the expense of running and inserting the material is just half.

I am returning the pictures to you so that you can use them to check against the layout. If you do decide to use the double layout you might indicate which picture you think should be used at the top and which at the bottom. In any case you might be thinking of the legend to be used with which of these layouts might be chosen. I would say, however, if you choose "A" for a frontispiece that the same arrangement should be used for displaying the second photograph. Wouldn't you agree?

I'll be interested to have your comments. Incidentally, when a cut is made to "Bleed" it is necessary to trim 3/16's off the top of the cut. This would slightly decapitate the ARCHIVIST and might possibly remove a section of the drawer handle so as to make it unintelligible--perhaps not, but it's worth a thought.

Sincerely,

Harold J. Bachmann

Harold Bachmann
GEORGE BANTA PUBLISHING COMPANY

HJB'RM

Amos Bachmann

1105 South Second Street
Springfield, Illinois
May 14, 1946

Mr. Harold Bachmann
George Banta Publishing Company
Menasha, Wisconsin

Dear Mr. Bachmann:

Of all the type faces in the Banta Book of Type Faces, which you have just sent me, I like best Caslon Monotype 337-E. However, since ours is a linotype job, I assume that linotype old No. 7 is the type face which you were suggesting. I like that next to the Caslon Monotype face. I do not care very much for the Caledonia type as used in THE KEY. It is a good legible type face, but I think lacks the distinction of the Caslon faces. Therefore, I suggest that you go ahead using Style #7.

I am glad to hear that the cover design used by Public Administration Review will work out satisfactorily for us. Please go ahead with it.

I am glad you also like the new style for the title of articles. For the book reviews and news notes I think we should use that style only for the beginning of the section. We should use the style we have been using for individual items in these sections. ~~But~~ do I think we should use the new style heading for the questions and answers and other things I indicated would be used as fillers.

There is disagreement among my editorial board as to whether or not we should use side stapling. Personally I prefer it, but the point was raised that side stapling does not permit the periodical to be laid open flat on one's desk. Also the point was made that most binders nowadays chop off the back and sew over and over instead of sewing through the folds. I presume we do not have to make a decision on that until we are ready to set up copy in page proof. What do you personally recommend?

Sincerely,

Editor
THE AMERICAN ARCHIVIST

men:lk

The American Archivist

ILLINOIS STATE LIBRARY
ARCHIVES DEPARTMENT
SPRINGFIELD, ILLINOIS

Vol. 18
1945

The American Archivist

PUBLISHED QUARTERLY BY THE SOCIETY OF AMERICAN ARCHIVISTS

MARGARET C.
NORTON

Managing Editor

Archives Department
Illinois State Library
Springfield, Illinois

Editorial Board

KARL L. TREVER
LEON DEVALINGER, JR.
GRACE LEE NUTE
WILLIAM D. OVERMAN

Reviews of Books

RICHARD G. WOOD

News Notes

KARL L. TREVER

Technical Committee

GUST SKORDAS

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Technical Committee

GUST SKORDAS

1105 South Second Street
Springfield, Illinois
May 17, 1946

Mr. Harold J. Bachmann
George Banta Publishing Company
Menasha, Wisconsin

*Picture
photo*

Dear Mr. Bachmann:

Your suggested lay-out "C": that is, two pictures on one page, will probably be the most satisfactory. The legend should be "A Too Typical County Vault". I leave it to your judgment as to whether this should be printed in one or two lines. I had hoped that we would be able to work out something without a legend, but I suppose one is necessary. Normally I would have chosen the "B" arrangement as being larger and because I like the bleeding off style as being more modern. However, in the case of these two pictures the composition is so tight that it would spoil the appearance to cut off any of it. Please use the photograph showing the woman at the top.

It has always seemed somewhat unnecessary to use a separate title page for each issue, especially since such title pages look awkward when the numbers are bound into a volume. I was not sure just how this combination would look if we attempted to get the contents of the page with a masthead as you suggest, because I thought all the contents could not go on one page. It occurs to me that we could if necessary use on this combined page the list of articles, the heading "Reviews of Books" and "News Notes", then on the following page repeat the heading "Reviews of Books" and list the books separately. This form is used in several historical periodicals which I take. What do you think of that suggestion or will all of this go on the one page for the July issue?

Choice of initials. I think the three-line initials would look well for the beginning of articles for the departments by which I assume you mean Book Reviews and News Notes, also what I designated as fillers. It was my thought not to change our present style except for the main heading for each section. That is what I assume you mean by the phrase "not to use any initials" is to use the one-line initial.

One other matter occurs to me. I think we should adopt a style manual such as the one of the University of Chicago Press or the United States Government Printing Office. I did not attempt to do too much along this line at this time, but my sub-editors should have some definite rules for consistency. Do you have any preference or suggestions along this line? I appreciate any suggestions you can make for the improvement of the appearance of the American Archivist.

Sincerely,

Editor
THE AMERICAN ARCHIVIST



The Collegiate Press

GEORGE BANTA PUBLISHING COMPANY
Manufacturing Publishers

* * *
GENERAL OFFICES AND PLANT
MENASHA, WISCONSIN

May 17, 1946

Miss Margaret C. Norton,
1105 South Second Street,
Springfield, Illinois.

Dear Miss Norton:

I was glad to have your note yesterday in regard to the kind of type to be used for the AMERICAN ARCHIVIST. A specification indicating the use of Old Style No. 7 has been entered. You are correct in presuming that No. 7 on the linotype is the counterpart of 337-E on the monotype.

I am inclined to agree with you to the use of side stapling. Of course, the books don't open as flat as they do when the saddle-
wiring is used, but after all the larger per cent of the reading public do not put a book flat down on a desk or table when it is being read, don't you agree? Usually the AMERICAN ARCHIVIST wouldn't be used as a complete reference book and re-read a number of times, but after the first reading would perhaps be put on the shelf and used for reference just occasionally. Then, the backbone would be a great help. We do a great deal of binding here, but we still do all of the sewing through the folds of the book. When the backs are chopped off and sewed over and over instead of sewing through the folds the book is extremely difficult to open. There are some editors who like to saddle-wire their books if they do not run over ninety-six pages, but if they do run over ninety-six pages, they would rather have a side-wired book. There are a number of the magazines that I handle on which this permanent instruction is ordered to indicate that issues ninety-six pages or less are saddle-wired and above that number side-wired. Perhaps this would be a compromise.

Sincerely,

Harold J. Bachman

Harold J. Bachman
GEORGE BANTA PUBLISHING COMPANY

HJB:rb



The Collegiate Press

GEORGE BANTA PUBLISHING COMPANY
Manufacturing Publishers.

★ ★ ★
GENERAL OFFICES AND PLANT
MENASHA, WISCONSIN

May 22, 1946.

Miss Margaret C. Norton,
1105 South Second Street,
Springfield, Illinois.

Dear Miss Norton:

I hope that the dummy for the ARCHIVIST looks good to you. Things seem to have worked out quite nicely. The cover is now being set, for I have had word from the Chicago Office that there are no objections from the Public Administration Review people if the cover is copied, even though they have changed their plans and will not have a new cover with their forthcoming issue as had been the plan. Just as soon as your proofs are returned and I know there are no changes in the paging, I shall have the Table of Contents, which you sent with the original copy, set up with the numbers in place and include a proof when the page proofs are completed and ready to send to you.

Sincerely,

Harold J. Bachmann

Harold Bachmann
GEORGE BANTA PUBLISHING COMPANY

HTB'BJB



The Collegiate Press

GEORGE BANTA PUBLISHING COMPANY

Manufacturing Publishers.

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GENERAL OFFICES AND PLANT
MENASHA, WISCONSIN

May 23, 1946.

Miss Margaret C. Norton,
1105 South Second Street,
Springfield, Illinois.

Dear Miss Norton:

I am having cuts for the frontispiece ordered and will have the legends set up in what I judge to be a pretty decent size type. I am, personally, very much for the inclusion of a legend with almost any cut. We have a few magazines which do not run legends, for the illustrations are supposed to be self-explanatory, but so many people around the plant question me in regard to the pictures so often that I'm inclined to believe that the general reading public does like a legend of some sort which identifies the photograph.

As far as the Contents is concerned, I don't feel that it's necessary to have it run all on one page. In fact, I would rather have the continuation of the items run over on to the second page so that the first articles could start on a right-hand page. I mean that it would not be necessary to have a general contents and itemize the reviews and the notes on the back. Let's try it that way and if it doesn't look exactly right in page proof, you can change it then.

I really don't have much in the line of suggestions for preference in a style manual. We, too, believe that the manual of the University of Chicago Press is a very good one to be followed, and I presume that most Archivists would have a copy readily available. If, however, you wish to make up a few rules of your own, I'll be glad to go over your compilation and check them for you. Perhaps you could pull pertinent instructions out of the Chicago Manual of Style and mimeograph them for contributors.

Sincerely,

Harold Bachman
GEORGE BANTA PUBLISHING COMPANY

HJB:VF

The American Archivist

1105 South Second Street
Springfield, Illinois
May 25, 1946

Mr. Harold J. Bachmann
George Banta Publishing Company
Menasha, Wisconsin

Dear Mr. Bachmann:

Your suggestion that we saddle-wire *The American Archivist* when it does not run over 96 pages but side-wire it when it does run over this amount, is an excellent one. Possibly with the beginning of a new volume we should make a change, but in the middle of the year there is no particular advantage I suppose in changing to side stapling, since there seems to be some question among my advisors as to whether that is desirable. Therefore, please consider this as instructions to saddle-wire unless we have more than 96 pages.

Just at present I am deliberately trying to keep down the number of pages in *The American Archivist* until we get more definite information than we have at present about costs, not only from the point of view of printing but also of editorial expense.

Sincerely,

Editor
THE AMERICAN ARCHIVIST

mcn:lk



The Collegiate Press

GEORGE BANTA PUBLISHING COMPANY
Manufacturing Publishers

* * *

GENERAL OFFICES AND PLANT
MENASHA, WISCONSIN

May 29, 1946.

Miss Margaret C. Norton,
1105 South Second Street,
Springfield, Illinois.

Dear Miss Norton:

I am mighty glad to have your note commenting favorably on the proofs for the July number of the ARCHIVIST. Tentatively I am issuing instructions so that issues of ninety-six pages or less will be saddle-wired and those over that number side-wired, then, with a new volume we can change to complete side-wiring if you wish.

Sincerely,

Harold J. Bachmann

Harold Bachmann
GEORGE BANTA PUBLISHING COMPANY

HJB'BJS



The Collegiate Press

GEORGE BANTA PUBLISHING COMPANY

Manufacturing Publishers

* * *

GENERAL OFFICES AND PLANT
MENASHA, WISCONSIN

June 5, 1946.

Miss Margaret Norton,
1105 South Second Street,
Springfield, Illinois.

Dear Miss Norton:

This short note will acknowledge receipt of the corrected proofs for the July ARCHIVIST. The materials will be put into page form and the new proofs sent to you soon.

Sincerely,

Harold J. Bachmann

Harold Bachmann
GEORGE BANTA PUBLISHING COMPANY

HJB'RM

The Collegiate Press

GEORGE BANTA PUBLISHING COMPANY

Manufacturing Publishers

JULY 3, 1946

#-1440

Job No.
Customer's
Order No.

GENERAL OFFICES AND PLANT
MENASHA, WISCONSIN

THE SOCIETY OF AMERICAN ARCHIVIST
1105 SOUTH SECOND STREET
SPRINGFIELD, ILLINOIS

Terms: Net 30 Days

DATE	DESCRIPTION	AMOUNT	TOTALS
	THE AMERICAN ARCHIVIST - JULY ISSUE 600 COPIES, 72 PAGES & COVER PLUS 1 ENAMEL INSERT		
	BASE PRICE-		
	600 COPIES 64 PAGES & COVER	154 17	
	600 COPIES 8 PAGE FORM	24 27	
	COMPOSITION-		
	35.2 PAGES 11 POINT	AT 2 30	83 26
	29.3 PAGES 10 POINT	2 60	76 18
	.1 PAGE 10 POINT SEMI-TAB.	3 90	39
	1.0 PAGE 8 POINT	3 13	3 13
	4.0 PAGES ADV. & DISPLAY	4 50	18 00
	31.4 PAGES BLANK		
	ALTERATIONS-		
	MACHINE 2.1 HOURS	3 50	7 35
	HAND 1.0 HOUR	3 25	3 25
	ENGRAVINGS - INSERT	9 48	
	LESS 10%	95	
		8 53	
	TOOLING & STRIPPING	77	
	1 INSERT PRINTED 1 SIDE, 600 COPIES	9 30	
		11 26	
		390 56	
	STAMP POSTAGE & EXPRESS	5 53	
	2ND CLASS POSTAGE	1 68	
		7 41	
			397 97

We hereby guarantee that all merchandise made by us
has been and will continue to be, manufactured in ac-
cordance with the Federal Child Labor Law, of Sept. 1,
1916.

GEORGE BANTA PUBLISHING COMPANY

No receipt will be sent unless specifically requested

MEMORANDUM BILL FOR ALTERATIONS

June 5, 1946

Miss Margaret Norton

Your account has been charged the number of hours indicated below for making alterations (not including printer's errors) in

- ☐ Proofs which have been mailed to you
- ☐ Proofs which are returned herewith
- ☐ Proofs which have been corrected for press

The purpose of this notice is to enable you to check the charges at once, and it is suggested that you do so, since a review of the work done may be difficult after a lapse of time.

Name of Job American Archivist - July

Job. No. F-1440

Description of proof Pages 193 - 264

Hours of Machine Time 1.5

Hours of Hand Time 0.7

GEORGE BANTA PUBLISHING COMPANY

By EJB RA

Springfield, Illinois
June 13, 1946

Mr. Harold J. Bachmann
The George Banta Publishing Co.
Manasha, Wisconsin

Dear Mr. Bachmann:

A temporary shortage of stenographic help in my office has made me leave several of your letters unanswered. I want you to know, however, that I do appreciate all your assistance in getting out my first issue.

I believe, that for the time being, we will use the Manual of the University of Chicago Press for our style manual. It has been nearly ten years since I have done any editorial work and I am very rusty. After I have done one or two more numbers, I think, I can draw up modifications, with your help, to meet our requirements. In the mean time the Society will have to meet the expense of my corrections in proofs.

I do not seem to be able to find out how many copies to order printed. Apparently Professor Pease published five hundred copies regularly plus extra copies for distribution to contributors. The question of supplying reprints has been left to the editor, but before I get us too deeply into such matters I am going slowly. I do have a definite order for 150 reprints of the article "Retirement of Federal Records" pages 198 to 213 inclusive. These should be billed to Mr. Victor Gondos, Jr., War Records Office, The National Archives, Washington, D. C. Mr. Gondos' letter to me states "I desire to put in an order for 150 copies of the reprint of the article "Retirement of Federal War Records," to be published in the July issue. I suppose this will cost about twelve dollars on the basis of the foregoing quotation. I would prefer to have the reprints with covers if the charge is the same or not substantially different." If this order is not sufficiently clear to you I suggest that you write directly to Mr. Victor Gondos, Jr.

I also wish to supply ten copies of their respective articles at the Society's expense, to each of the following: Major Charles M. Thomas, pages 214 to 217 inclusive; Miss Ruth Thompson, pages 219 to 225 inclusive; Mr. Albert H. Schneider pages 226 to 228 inclusive; Director National Bureau of Standards, Washington 25, D. C., pages 229-232, inclusive.

I wish to order six-five copies of the Book Review Section so that I can send five copies to each of our contributors.

I have no other address for Major Charles M. Thomas than U.S.A.A.F., Dayton, Ohio. Miss Ruth Thompson's address is 4600 Upton Avenue So., Minneapolis, Minnesota. Mr. Albert H. Schneider's is Post Office Box 592, Arcadia, California. I will have to send the address of some of the contributors to the Book Review later.

I wish to have two copies each of the entire periodical for July 1946, sent to each of the following: Mr. Paul N. Wilson, Clerk of the Circuit Court, Winnebago County, Rockford, Illinois; Mr. Albert H. Schneider.

As to the covers for these reprints ordinary paper stock can be used and just the heading of the article repeated on the outside. If it would not add much to the cost you might add toward the bottom of the sheet "Reprinted from the AMERICAN ARCHITECT, July, 1946."

I have not been able to find out how many reserved copies you have been publishing above the number of subscriptions. I should think it would be approximately 100 in addition. I will be glad to be advised on this point.

It will not be necessary to delay the issuance of the July number until after the April number. Please send out the July issue as soon as it is ready.

Sincerely yours,

Editor

AMERICAN ARCHIVIST
INVENTORY

June 10, 1946

*Copy**Original
Banta
sent to
Dr. Cuyper
7-17-46*

VOLUME	NUMBER	MONTH	YEAR	AMOUNT
5	1	January	1942	142
5	2	April	1942	69
5	3	July	1942	105
5	4	October	1942	37
6		Jan-Oct Contents	1942	11
6	1	January	1943	46
6	2	April	1943	70
6	3	July	1943	31
6	4	October	1943	108
6		Contents	1943	89
7	1	January	1944	56
7	2	April	1944	41
7	3	July	1944	53
7	4	October	1944	65
8	1	January	1945	127
8	2	April	1945	75
8	3	July	1945	41
8	4	October	1945	42
9	1	January	1946	60

American Bookman

June 20, 1946

Mr. Harold J. Bachmann
The George Banta Publishing Company
Menasha, Wisconsin

Dear Mr. Bachmann:

When I put in the order for reprints of the section on Reviews of Books I neglected to order copies to be sent to the editors. If it is not too late, will you, therefore, please have fifty additional copies of that section run off for me?

Sincerely,

Editor

mcn:lk


The Collegiate Press

GEORGE BANTA PUBLISHING COMPANY
Manufacturing Publishers

* * *
GENERAL OFFICES AND PLANT
MENASHA, WISCONSIN

June 20, 1946.

Miss Margaret C. Norton,
1105 South Second Street,
Springfield, Illinois.

Dear Miss Norton:

I am checking through our permanent specifications for the ARCHIVIST, and there is one item which is held over from the last editor's instructions which I might bring to attention. This is an instruction that twenty copies are to be sent to the editor each issue, not "Special Delivery." If you want this number of copies sent to you in that manner I shall continue to have them dispatched to you, but I thought it worth questioning for perhaps you might not need or want that many.

Sincerely,

Harold J. Bachmann


GEORGE BANTA PUBLISHING COMPANY

HJB:RM



The Collegiate Press

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Manufacturing Publishers

* * *

GENERAL OFFICES AND PLANT
MENASHA, WISCONSIN

June 21, 1946.

Miss Margaret C. Norton,
1105 South Second Street,
Springfield, Illinois.

Dear Miss Norton:

Corrected proofs for the July issue have been well made up, and we will be able to go to press Tuesday of next week. Reprints are always figured as being in addition to the regular quantity, so I have presumed that the 500 copies regularly run plus 100 addition will take care of your needs. A 600-quantity order is an average one for the ARCHIVIST. I know nothing of how Professor Pease arrived at his figures. All reprint instructions have been entered in accordance with your letter.

I have asked our mailing department to send two copies of the entire periodical to the two persons entered. I am just a little amazed to note that there is a Winnebago County in Rockford, Illinois, for we are in Winnebago County here, and I thought that we had the only county by that name in the country.

We have just completed the April number, and the mailing was cared for before we could finish final work on the July number, in getting it ready for press. Actually, the Post Office Department will not accept a July number for mailing until the April number has been cleared through their office.

The July number looks good to me in its final proof form, and I'm sure that you are going to be pleased with its final appearance.

All good wishes.

Sincerely,

Harold J. Bachmann

Harold Bachmann

GEORGE BANTA PUBLISHING COMPANY

HJB'BJS



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* * *
GENERAL OFFICES AND PLANT
MENASHA, WISCONSIN

June 24, 1946.

Miss Margaret C. Norton,
1105 South Second Street,
Springfield, Illinois.

Dear Miss Norton:

Just one matter in regard to a record for the AMERICAN ARCHIVIST. Now that you are going to use cuts once in a while I wonder what disposition should be made of them after the issue is completed. I am rather of the opinion that they will not be used for future printings and can be destroyed when an issue has been finished and mailed, or perhaps held for thirty or sixty days and then destroyed. May I have your thought in this regard, please?

I have been doing quite a lot of thinking about the quantity order for the ARCHIVIST and do think that the only thing you can do is get in touch with Professor Pease about its figuring. For the April number we ran 700 copies, but there was quite an extensive list of special mailings which Professor Pease sent in. Six hundred copies were run in January, and it seems that now without the special list we wouldn't need the 700 copies which were run for April. The printing is off to a good start and copies should be available shortly.

Sincerely,

Harold J. Bachmann


GEORGE BANTA PUBLISHING COMPANY

HJB:RM

MEMORANDUM BILL FOR ALTERATIONS

June 24, 1946

Miss Margaret Norton

Your account has been charged the number of hours indicated below for making alterations (not including printer's errors) in

- ☐ Proofs which have been mailed to you
- ☐ Proofs which are returned herewith
- ☐ Proofs which have been corrected for press

The purpose of this notice is to enable you to check the charges at once, and it is suggested that you do so, since a review of the work done may be difficult after a lapse of time.

Name of Job American Archivist - July

Job. No. F-1440

Description of proof Pages 133 - 264

Hours of Machine Time 0.6

Hours of Hand Time 0.3

GEORGE BANTA PUBLISHING COMPANY

By HJB PA

*Answered
Archivist*

June 25, 1946

Mr. Harold J. Bachmann
George Banta Publishing Company
Menasha, Wisconsin

Dear Mr. Bachmann:

It will not be necessary for me to have as many as 20 copies of the Archivist sent to me in the future. I would like the 20 copies of the July issue but will need only 10 copies of succeeding issues. Thank you for calling my attention to this matter. I learned of the order for 20 copies from Doctor Pease in the same mail as yours.

I notice that the paper in the April issue which has just come appears to be very poor quality. I suppose there is not much that you can do about that at this time. If this paper was used at the suggestion of Professor Pease and not because it was the only paper obtainable, I would prefer that the same type of paper be used which has been used in the past.

Sincerely.

Editor

mon:lk



The Collegiate Press

GEORGE BANTA PUBLISHING COMPANY
Manufacturing Publishers

* * *
GENERAL OFFICES AND PLANT
MENASHA, WISCONSIN

June 25, 1946.

Miss Margaret C. Norton,
1105 South Second Street,
Springfield, Illinois.

Dear Miss Norton:

In accordance with the request in your letter of June 20, we have entered an order on our books for fifty reprints of the complete Book Review Section to be sent direct to your office.

Shipment will go forward within two to three weeks after the magazine has been completed.

Sincerely,

Scilda O. Frick
SCILDA O. FRICK

GEORGE BANTA PUBLISHING COMPANY

SF

wish, you may send the cuts to my office where they can be cared for until a disposal policy can be decided upon.

Winnebago County, Illinois, which incidentally was my home county, was named after the same Indians for which your Winnebago County was named. The Indians of Northern Illinois and Southern Wisconsin loved our beautiful Rock River Valley, and the Black Hawk War was fought to drive out the homesick Indians who kept coming back after they had been supposed to move west of the Mississippi River. It was quite appropriate to have one county in this River Valley named for the Indians.

Mr. Harold J. Bachmann
George Banta Publishing Company
Menasha, Wisconsin

Dear Mr. Bachmann:

Personally, I doubt the advisability of destroying cuts as you propose, because there is an occasional need for such cuts which cannot be anticipated at the time of publication. For instance, it is possible that our Winnebago County officials who are campaigning for a new court house might decide to use these cuts some way. Right now I have a very interesting article lined up for the October issue. This was originally printed privately and the author promised us the cuts which have been used in this article. Apparently these cuts have now been destroyed, and it would be too costly for us to reproduce them, so we will be losing the article. The State of Illinois preserves all its cuts for a number of years. If you wish, you may send the cuts to my office where they can be cared for until a disposal policy can be decided upon.

Winnebago County, Illinois, which incidentally was my home county, was named after the same Indians for which your Winnebago County was named. The Indians of Northern Illinois and Southern Wisconsin loved our beautiful Rock River Valley, and the Black Hawk War was fought to drive out the homesick Indians who kept coming back after they had been supposed to move west of the Mississippi River. It was quite appropriate to have one county in this River Valley named for the Indians. I doubt if there were ever many Winnebagoes in our county, but this is the most eupheneous name for one of the Indian tribes which did frequent the region, so I suppose that is the explanation for the name.

Until you hear to the contrary you may run an addition of 600 copies of THE AMERICAN ARCHIVIST. I have not been able to get any satisfactory data as yet on the number of copies we need, but I believe 600 would be about right. I do not know why the 700 copies were run for April; possibly to take care of some requests for copies by authors. Our supplying reprints may permit us to cut down on the number

H. Bachmann
6-27-46.

-2-

somewhat, but on the other hand our increasing subscription list, especially efforts to get subscribers from European countries, may call for plenty of back issues.

I suggested that the July issue might come out first in case the April issue had been held up by the extra burdens put upon the University of Illinois staff by the return of the veterans. I also did not mind having it apparent that the delay in issuance of the magazine was not as had been implied due to the slowness of the publisher. However, that is now water over the dam.

Sincerely,

Editor

mcn:lk



The Collegiate Press

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GENERAL OFFICES AND PLANT
MENASHA, WISCONSIN

June 29, 1946.

Miss Margaret C. Norton,
Archives Department,
Illinois State Library,
Springfield, Illinois.

Dear Miss Norton:

Thank you for your note in regard to copies to be sent to you each time an issue is completed. The order has been changed from twenty to ten.

The paper used in the April issue is the only stock which can be given to us and there is not a thing we can do about it, like as we will to be able to make demands of the supply houses. They merely indicate that we are lucky to get any paper at all, which is definitely the truth. Just as soon as better paper is possible, the mills will automatically supply it to us. There was not a change made at Professor Pease's direction, for our order to the mill stood exactly the same as it has previously.

For the July number, ten copies go forward to you today, for although the entire issue will not be completed until next week, we were able to make up a few by hand this morning. An additional batch of ten will be sent next week.

Sincerely,

Harold J. Bachmann

Harold J. Bachmann
GEORGE BANTA PUBLISHING COMPANY

EJB'BJS



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GENERAL OFFICES AND PLANT
MENASHA, WISCONSIN

July 3, 1946.

Miss Margaret C. Norton,
Archives Department,
Illinois State Library,
Springfield, Illinois.

Dear Miss Norton:

I hope that you have received the first few copies of the ARCHIVIST which I sent forward to you, and that everything has looked as good to you as it does to me. I am particularly pleased at the way the cover turned out. Thanks for your note in regard to the policy of storing cuts for the ARCHIVIST. I think it will be the best idea to send those which will be used directly to you.

I am mighty interested in your note regarding Winnebago County. I understand that all the various Winnebago's are meeting, beginning today, for a month at the Dells of Wisconsin. Our locality is deep in Winnebago lore. Our office and plant is located on Ahnaip Street, the Winnebago name for the wolf, and the river which flows by the window empties, a few blocks from here, into Lake Winnebago. The name, some tell us, means "stinking water" and along toward the middle of August, when dog days descend, it is surely an appropriate translation.

For the time being, I am specifying editions of 600 copies of the AMERICAN ARCHIVIST. Do you, by any chance, want an inventory of the copies of the ARCHIVIST which we are storing here just for your own information? Any help that I am able to give you in straightening details, I shall be glad to give, for I know how many problems of all kinds present themselves to a new editor.

We have been embarrassingly slow in getting this issue of the ARCHIVIST into the mails, but all of them went forward

Miss Margaret C. Norton.
Page Two.

yesterday afternoon. Usually, when our schedules can again assume pre-war datings, we can plan on publications about two weeks after the return of final page proofs.

Sincere good wishes.

Cordially,

Harold J. Bachman

Harold Bachman
GEORGE BANTA PUBLISHING COMPANY

HJB'BJS

July 8, 1946

Mr. Harold Bachmann
George Banta Publishing Company
Menasha, Wisconsin

Dear Mr. Bachmann:

The 20 copies of the July issue of The American Archivist have arrived. I am very much pleased with the appearance of the magazine in its new dress and agreeable surprised at your charges for corrections on this issue. Because we were establishing a form I had expected a much higher cost for time and corrections on proof.

It would be helpful to have an inventory of the copies of The American Archivist which you are storing. I would also like a list of the exchange copies which you are sending out regularly. The Council of the Society a year ago went on record against exchanges with American archival institutions which should be members of the Society. However, they left the question of continuance to the editor. The former editor felt that these exchanges were worthwhile. In accordance with the expressed wishes of the Council I propose to eliminate most of these exchanges. After Professor Pease has sent me the file of his correspondence, I can tell better whether or not these exchanges can be continued. Do not make changes in the exchange list for the July number, however.

I am very well satisfied also with the time you have taken in getting out the July issue. After all, this has been help up by the necessity for us to write back and forth about proposed changes and improvements. I was determined if possible to get my first issue out during the month of July, and this is happening.

Sincerely,

Editor

mcn:lk



The Collegiate Press

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GENERAL OFFICES AND PLANT
MENASHA, WISCONSIN

July 10, 1946.

Miss Margaret C. Norton,
Archives Department,
Illinois State Library,
Springfield, Illinois.

Dear Miss Norton:

I am surely delighted to have your letter commenting favorably on the appearance of the new ARCHIVIST. I am glad, too, that you are satisfied with our schedule, and I think that our hurdles are now behind us.

I am having one of the girls copy the inventory for you, and I will send it along as soon as I can. Rather than type up a separate list of exchange copies, I am asking the mailing department to run a proof of all of the stencils on file, so that you may know not only who the exchanges are but the others included in the mailing, and maybe that information will help you in some of your checking work regarding membership. Incidentally, I don't ever make any changes, additions, or corrections to the mailing list unless they come directly from the business manager. Our handling of lists is completely a routine matter, and we do nothing with the stencils unless specifically directed to do so. Dr. Cappon usually sends all lists and changes at one time, shortly before publication of the issue.

If, as you look over the issue, you find any items to question or items which need change, I'll be glad to have you write to me and we may work up any new ideas before the next issue is ready to be put into process.



Miss Margaret C. Norton,
Page two.

Sincere good wishes.

Cordially,

Harold J. Bachmann

Harold Bachmann
GEORGE BANTA PUBLISHING COMPANY

EJB:VF

P.S. Our mention of the Winnebago has me back reading Mau-bun!

July 17, 1946

Mr. Harold Bachmann
George Banta Publishing Company
Menasha, Wisconsin

Dear Mr. Bachmann:

Thank you for the mailing list for The American Archivist, for the inventory of copies on hand and for the copy of "The Nightmare". I notice by the latter that you have just been made the Head of your County American Legion, and extend to you my congratulations upon the honor. I enjoyed reading this little house organ because I am anxious to know all I can about my publishing house. Some day, not this year, I hope to visit some of the places in Wisconsin in which I am interested, among them Menasha.

For the rest of this year we had better not make any more changes in our exchange list. I will take up the question of exchanges with the Editorial Board and the Council of the Society and would like before next year to get a definite exchange policy. If we decide to drop some of the exchanges, it will be at the end of a volume and not in the middle.

The only adverse criticism of the July issue which has been received was a suggestion that we dispense with the heavy line running across the page below the author and title. The person writing the criticism says, "I think it boxes off the title and author's name from the text, thus somewhat counter-acting the vigor of the bold-face type". How do you personally feel about this?

Perhaps we have more in common on the subject of Winnebago Indians than I had at first thought. My mother was born near Ripon, Wisconsin, in 1860. The Indians at that time were not dangerous but were nuisances because of their incessant begging. One day an Indian came to the house and was intrigued by the little red morocco shoes which my mother had on. He made my grandmother understand that he had a little girl the same age and that he wanted those shoes for her. My mother, who was only 3 or 4 years old at the time, misunderstood and thought he

H. Bachmann
Menasha, Wisc.
7-17-46.

-2-

wanted to take her away. She ran and hid and was so terrified that after the Indian left she would not come out even when her parents called her. They feared the Indian had kidnapped her and started a posse after him. Finally my mother's hiding place was found. That settled it, and the family sold out and moved to Rockford, Illinois. I presume this was a Winnebago Indian.

Sincerely,

Editor

mcn:lk



The Collegiate Press

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GENERAL OFFICES AND PLANT
MENASHA, WISCONSIN

July 19, 1946.

Miss Margaret C. Norton,
Archives Department,
Illinois State Library,
Springfield, Illinois.

Dear Miss Norton:

Many thanks for your congratulations on the new Commandership which I took over recently. It really should work out to be fun. I'm mighty glad that you liked the NIGHTMARE and just to bring you up-to-date with "your" publishers, I have asked the mailing department to send copies of the publication for the last year to you. You might be interested in glancing over them. I think that you will find it very interesting to visit some of the places in Wisconsin and, of course, we'll be delighted to have you come and see us here at Menasha.

I don't think the adverse criticism of the July issue is exactly warranted. The line below the title does give merely a demarkation between the title and the text, but the makeup of the headings inclusive of this line gives attention-getting qualities to the name and by-line which insure reading of the text. This would not come if the heading were not separated by this line. It actually doesn't counteract the vigor of the bold face type, but lets one down easily to the text type.

I found your story of the Winnebagoes most interesting and amusing. Ripon, of course, is just a short distance from here. I have heard a few stories from the early days, for grandfather was an early settler about the time that your grandparents were in this section. It's been an interesting background, but I'll have to admit to not knowing as much about the Lore as I might.

Sincerely,

Harold J. Bachmann
Harold J. Bachmann

HJB:VF

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* * *
GENERAL OFFICES AND PLANT
MENASHA, WISCONSIN

July 23, 1946.

Miss Margaret Norton,
1105 South Second Street,
Springfield, Illinois.

Dear Miss Norton:

Altogether too long have I been holding up the invoice for the July number, and I presume you have been wondering about its nonappearance. I wanted to get everything straightened out, however, so that all of the items incident to the change in format could be cared for. Just as this issue went into process, our estimating department was completing figures on the new price list. It will probably not surprise you to learn that we are finding it necessary to ask our magazine customers for an acceptance of these slightly higher listings. Our costs have been increasing steadily and it now seems perfectly clear that the stabilization which we hoped for at the end of the War, will not come about for a long time.

In figuring the composition costs, it will be a little difficult perhaps for you to understand a perceptible difference in the cost per page of the type, were it not for the fact that the 10-point type used in the July issue is an extremely compact type as compared with the body type used previously. In the 10 on 12 Old Style Number 7, there are 17.2 words to the square inch, whereas in the 12 on 13 Caslon Old Style previously used, there are only 14.2 words, a solid gain of three words to every inch of type set throughout the magazine. Over the period of an issue, you can see that there is a definite saving with the 10 on 12, for, of course, it means that a fewer number of pages will have to be printed. I thought, in view of the new prices which we had to give for the composition, that it would be just as well to make up an entirely new contract. I have used the contract in the billing, and will make up a formal contract for signature and send it along in a day or two.

Miss Margaret Norton,
Page Two.

It is far from agreeable for us to ask our customers for increased compensation because we know that many of you are operating on fixed incomes and hence will find it difficult to meet the higher costs. However, we hope you will find the increase a moderate one under the circumstances and that it may have your approval.

There have been many disappointments and exasperations in the printing business recently, perhaps more than at any time during the War. The paper situation is definitely worse than it was a year ago, although the quality has improved. We have accomplished nothing, as yet, in our struggle to acquire new equipment to replace machines which should have been retired during the War years. The problem of getting our ex-servicemen fitted back into the organization is being worked out, and we look for a good deal of improvement by the end of the year, but in recent months there was much confusion, lost time, and spoiled work.

If the new contract, when you receive it, is acceptable, will you please sign and return it to me?

Sincere good wishes.

Sincerely yours,

Harold J. Bachmann



GEORGE BANTA PUBLISHING COMPANY

HJB:BJS

Not a member of the Society

July 26, 1946

Mr. Harold Bachmann
George Banta Publishing Company
Menasha, Wisconsin

Dear Mr. Bachmann:

Your bill for the July issue of The American Archivist has been signed and referred to the Secretary of the Society of American Archivists for payment. I note that you have not included the price of separates, and as I have not received any I am assuming these are not yet ready.

I am not surprised that you have found it necessary to increase your costs to us. I understand that the Council of the Society in setting up its budget for this year anticipated some increases. I am surprised to have you tell me that we get more words to the page with our new style than with the old, because to me the new style looks much less crowded and more open. I am continuing to get favorable comment from our members on the appearance of the magazine. Some think our titles are too bold, but I agree with you in liking the form as we have set it up, and we shall continue to use it.

Your proposal for printing is satisfactory to me. I presume I have the authority to sign the contract but will have to wait until I get definite word to that effect from the Secretary. You said you would send the formal contract along in a few days, but I notice you included two copies of the proposal for printing; perhaps that is meant for the contract. As soon as I have cleared with the Secretary's office I will sign the contract or get it signed, and until such time you may consider that your proposal for printing dated July 23, 1946, is in effect informally.

In addition, however, do you not think we should have some understanding about the cost of separates? What I am working toward is to get each article started on a right-hand page so that extra copies of The American Archivist could be run off and simply cut up for distribution as separates. That did not work out in the July issue and may not in the next issue. Of course, in other words will there be a change in price if some

H. Bachmann
Banta
Wisconsin
7-26-46.

-2-

month we print 700 copies or other months reprints of articles as separates? Perhaps it would be too confusing to try to take care of that in our formal contract, but we should work out some agreement about how we are going to handle this matter in the future.

Thank you for the file of "The Nightmare". I was particularly interested in your own picture which appeared in one of the numbers. It is a help in business dealings when one has some idea as to the appearance and personality of the people with whom one is dealing.

Sincerely,

Editor

mcn:lk



The Collegiate Press

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GENERAL OFFICES AND PLANT
MENASHA, WISCONSIN

July 27, 1946.

Miss Margaret C. Norton,
1105 South Second Street,
Springfield, Illinois.

Dear Miss Norton:

We received the following letter from Captain
Victor Gondos, Jr., Washington, D. C.:

"Early in May, through the editor of the quarterly journal,
I placed an order for 150 reprints of my article in the
May issue entitled "Retirement of Federal War Records."
I would like to have these reprints with the blue covers,
if possible, and at the earliest practicable date."

We are arranging to place covers on his reprints
as he has requested. I have so informed him; copy of my
letter herewith attached.

Sincerely,

SCILDA O. FRICK

GEORGE BANTA PUBLISHING COMPANY

SF
ENC

July 27, 1946.

Captain Victor Gondos, Jr.,
War Records Office,
National Archives,
Washington, D. C.

Dear Mr. Gondos:

In accordance with the request in your letter of July 22, we are arranging to have covers placed on your reprints as ordered from the July issue of THE AMERICAN ARCHIVIST.

Sincerely,

SCILDA O. FRICK

GEORGE BANTA PUBLISHING COMPANY

SF

P.S. Shipment of completed copies will be made in approximately two weeks.

SF



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* * *
GENERAL OFFICES AND PLANT
MENASHA, WISCONSIN

July 30, 1946.

Miss Margaret C. Norton,
Archives Department,
Illinois State Library,
Springfield, Illinois.

Dear Miss Norton:

Thanks a lot for sending along the okayed bill for the July issue of the AMERICAN ARCHIVIST. You are correct in presuming that the "proposals" enclosed with my letter constitute the contract between your society and this company. I guess the proposals were ready a little earlier than I expected them to be.

Reprints (which you term separated) are billed separately and not with the regular issue. If articles can start on a right-hand page so that "separates" or "excerpts" can be run off they will be much less expensive, of course. I'll have the estimating department figure some prices and send them along within the next ten days or two weeks.

I am glad you enjoyed the file of the NIGHTMARE, and I agree that it does help to get sort of a background of the company with which you are working.

Sincerely,

Harold J. Bachmann

Harold Bachmann
GEORGE BANTA PUBLISHING COMPANY

HJB:EM

August 5, 1946

Mr. Harold Bachmann
George Banta Publishing Company
Menasha, Wisconsin

Dear Mr. Bachmann:

Copy for the October issue is being forwarded to you today express collect. I am also sending under separate cover the cuts for the first article by George Lacy. Inasmuch as these were well wrapped when received by me I have not opened the package. Do not be disturbed if there are more cuts than required, because originally Mr. Lacy submitted three illustrated articles, the third of which I am not using. Although I told him not to do so, he may have sent along the cuts for the third article also. As soon as you have finished with these cuts I would appreciate it if you would return them to Mr. George J. Lacy, Examiner of Questioned Documents, Shell Building, Houston, Texas, insuring them and sending me a memorandum that they have been returned. In sending you copy I decided the easiest way for you to handle these articles was for me to send a marked photostatic copy, although I realize that is not too easy for your printer to handle. Since there seems to be no particular sequence for the arrangement of cuts, you may have to rearrange them somewhat since the original article was printed in double column. I will leave the arrangement of the cuts to your judgment. You might even decide to remove them from the text and to print them on separate sheets.

The articles which are numbered with a combination of numbers and letters are intended for fillers, and their final location will depend somewhat upon the way the pages work out. I am anxious if possible this time to have each major article start on a right-hand page so that we will not have to have any reprints made but rather to cut up extra copies of THE AMERICAN ARCHIVIST for distribution to contributors.

One article on bibliography for the year and two items for the News Notes have not yet been received but will be sent to you as soon as I get them. This is going to be an extra long number this time, and I may have to divide the article on Confederate Records and print part of this in the January number. If so, will you be able to hold the print for us until the January number?

Mr. Bachmann
Banta Pub.Co.
Menasha, Wisc.
8-5-46.

-2-

If not, please let me know before you print it.

I have been notified that the Secretary of the Society is on his vacation and will not return until the latter part of August. Therefore I am holding off signing the contract until I have received instructions from him. It would seem to me that as a matter of business the Secretary rather than the Editor should sign contracts involving expenditures of Society money, but apparently this has not been done in the case of THE AMERICAN ARCHIVIST in the past. We will sign and send the contract as soon as this matter has been decided upon.

Sincerely,

Editor

mcn:lk



THIS SIDE OF CARD IS FOR ADDRESS



Miss Margaret C. Norton
1105 South Second St.,
Springfield, Illinois

August 9, 1946

Dear Miss Norton:

Copy for the October issue of the **AMERICAN ARCHIVIST** arrived in good order. The cuts for the George Lacy article are also on hand. Mr. Bachmann is returning from his vacation on Monday the 12th of August and will take up in further detail the questions in your letter of August 5.

Sincerely yours,

Herbert D. Hartung
Herbert D. Hartung.

GEORGE BANTA PUBLISHING COMPANY



The Collegiate Press

GEORGE BANTA PUBLISHING COMPANY

Manufacturing Publishers

* * *

GENERAL OFFICES AND PLANT
MENASHA, WISCONSIN

August 12, 1946.

Miss Margaret C. Norton,
Archives Department,
Illinois State Library,
Springfield, Illinois.

Dear Miss Norton:

The estimating department has completed figures for reprints for the ARCHIVIST. These prices presume that the reprints will start on right-hand pages and be stitched at the side with only a reprint line added to the first page of the reprint. Any articles run separately or requiring special handling will require increased costs of course.

The prices I have had computed include only 250 as the highest total. If there will be more than that number required, I can work up a separate group of figures for you. Prices are as follows:

Pages	1-4	5-8	9-12	13-16	17-20	21-24	25-28	29-32
Copies								
25	2.70	4.34	6.90	6.90	9.17	10.36	11.86	12.60
50	3.00	4.80	7.50	7.80	10.20	11.70	13.50	14.40
75	3.30	5.25	8.10	8.70	11.25	13.05	15.15	16.20
100	3.60	5.70	8.70	9.60	12.30	14.40	16.80	18.00
150	4.20	6.60	9.90	11.40	14.40	17.10	20.10	21.60
200	4.80	7.50	11.10	13.20	16.50	19.80	23.40	25.20
250	5.40	8.40	12.30	15.00	18.60	22.50	26.70	28.80
Add'l. C's.	1.20	1.80	2.40	3.60	4.20	5.40	6.60	7.20

Sincerely,

Harold J. Bachmann

Harold J. Bachmann
GEORGE BANTA PUBLISHING COMPANY

HJB:VT

August 15, 1946

Mr. Harold J. Bachmann
The George Banta Press
Menasha, Wisconsin.

Dear Mr. Bachmann:

Enclosed are additions to the News Notes column just received from the News Notes editor. These are to be inserted in the space indicated in the copy sent you last week. The additional article promised has not yet been received.

This will also acknowledge the copy of your estimates for reprints. Have you done anything about the reprints for the July issue or are you waiting for clarified instructions from me?

So far the Secretary of the Society of American Archivists has not returned from his vacation so I do not know whether he or I will sign the contract. I will get it off to you as soon as possible.

I hope you had a nice vacation.

Sincerely,

EDITOR



The Collegiate Press

GEORGE BANTA PUBLISHING COMPANY
Manufacturing Publishers

* * *
GENERAL OFFICES AND PLANT
MENASHA, WISCONSIN

August 15, 1946.

Miss Margaret Norton,
Archives Department,
Illinois State Library,
Springfield, Illinois.

Dear Miss Norton:

Copy for the October number arrived while I was away on a short vacation, but I have come back to find everything in good shape, excepting the cuts for the article by George Lacy. These are halftones and will not print on the regular text stock, and I don't know exactly what to suggest. They will have to be printed on paper such as was used for the frontispiece of the last issue. The easiest way to do this would be to plan the issue for a side-wired magazine, run these cuts in a separate form on enamel paper and insert the form when the magazine is being gathered in the bindery. It wouldn't be possible to run a separate section for a saddle-wired magazine unless it were planned to run exactly in the center of the book, which would be rather difficult mechanically for you, I am sure. If it just happened or you could arrange the material so that the Lacy article could be in the middle rather than the front of the book, the enamel sheets might be placed somewhere in that article. There are, incidentally, just sufficient prints for this section, and not for items which you are not going to use. Maybe you had better be thinking of this and let me know what your wishes in the matter are.

If you wish to hold over a part of an article for another issue it is perfectly okay to do so and poses no problem whatsoever for me.

Miss Margaret Norton,
Page Two.

It is perfectly all right, also, to wait until the
Secretary of the Society returns before sending the contract
to me.

Sincerely,

Harold J. Bachmann

A handwritten signature in cursive script, reading "Harold J. Bachmann". The signature is written in dark ink and is positioned above the typed name and company name.

GEORGE SANTA PUBLISHING COMPANY

HJB'RM

August 19, 1946

Mr. Harold J. Bachmann
George Banta Publishing Company
Menasha, Wisconsin.

Dear Mr. Bachmann:

Since I am anxious to run the Lacy article at the front of the October issue and since this issue is going to be large enough for side wiring, I believe that suggestion of yours would probably be best. If I understand you, you are suggesting running the cuts separately from the article, that is, not interspersed as in the original printing. I can see no objection to doing that, using one page as a frontisiece and interspersing the other pages of illustrations perhaps in the middle and at the end of the article. As I said before, I am leaving the decision as to how to handle this to your discretion, with instructions to run the illustrations in the cheapest manner that will look well. The illustration for the article on the parchment stretcher will not add another complication, will it? The location for that article can be changed if that will help any.

I had a letter today saying that the article on bibliography will be mailed from Washington about Tuesday. It will still get to you in time not to hold things up too long, I fear.

Sincerely,

Editor



The Collegiate Press

GEORGE BANTA PUBLISHING COMPANY
Manufacturing Publishers

★ ★ ★
GENERAL OFFICES AND PLANT
MENASHA, WISCONSIN

August 20, 1946

Miss Margaret C. Norton,
Archives Department,
Illinois State Library,
Springfield, Illinois.

Dear Miss Norton:

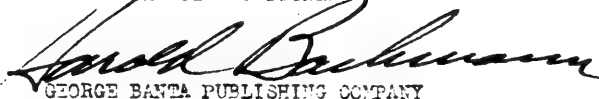
This short note will acknowledge receipt of additions for the ARCHIVIST. I am almost sure that I will have proof ready to send you by the end of the week but, if not, by the very first of next week.

We are shipping reprints on the July issue today. Everything was clarified here before the reprints were run off.

Yes, thank you, I had a grand vacation. Everything worked out nicely and I even had a chance to run into Chicago for a few days to see a couple of good shows.

Sincerely yours,

Harold J. Bachmann



GEORGE BANTA PUBLISHING COMPANY

HJB:gc



The Collegiate Press

GEORGE BANTA PUBLISHING COMPANY

Manufacturing Publishers

AUGUST 20, 1946

F-1948

Job No.
Customer's
Order No.

GENERAL OFFICES AND PLANT
MENASHA, WISCONSIN

THE SOC. OF AMERICAN ARCHIVIST
1105 SOUTH SECOND STREET
SPRINGFIELD, ILLINOIS

Terms: Net 30 Days

CORRECTED INVOICE

DATE	DESCRIPTION	AMOUNT	TOTALS
	AMERICAN ARCHIVIST - JULY REPRINTS		
	25 COPIES OF ARTICLE BY GONDOS 18 PAGES	2 40	
	25 COPIES OF ARTICLE BY THOMAS 4 PAGES	2 70	
	EXPRESS	41	
	SELF-COVER COMP.	1 25	
	25 COPIES OF ARTICLE BY THOMPSON 8 PAGES	4 43	
	EXPRESS	36	
	SELF-COVER COMPOSITION	1 25	
	25 COPIES OF ARTICLE BY SCHNEIDER 4 PAGES	2 70	
	POSTAGE	16	
	SELF-COVER COMPOSITION	1 25	
	25 COPIES OF "STANDARD FOR PERMANENT RECORD PHTO. ETC." 4 PAGES	2 70	
	EXPRESS	41	
	SELF COVER COMPOSITION	1 25	
	125 COPIES "BOOK REVIEW SECTION" 18 PAGES	13 35	
	EXPRESS	72	
	SELF COVER COMPOSITION	1 25	
			36 59

O.K.

Margaret C. Horton

We hereby guarantee that all merchandise made by us has been and will continue to be, manufactured in accordance with the Federal Child Labor Law, of Sept. 1, 1916.

GEORGE BANTA PUBLISHING COMPANY

No receipt will be sent unless specifically requested

August 22, 1946

Mr. Harold J. Bachmann
George Banta Publishing Company
Menasha, Wisconsin.

Dear Mr. Bachmann:

Enclosed are the two copies of the contract with my signature; one will, I assume, be returned to me with the signature of the proper officer of your company. It seemed to me that the Secretary of the Society should be the one to sign this, but our Secretary seems to think that the Council has appropriated the money for publishing The American Archivist to the Editor who is responsible for the expenditures from that sum. Dr. Cappon approves my decision to renew our contract with the George Banta Publishing Company.

I proposed to the Secretary that he take over the surplus stock of the older issues now held by you, but he says that just at present that is not possible for him, so I will have to ask you to hold them for a time longer.

This will also acknowledge receipt of the article submitted from New Zealand which you forwarded to me.

Copy for the last article for the October issue ought to be here in a day or so at the most. I think it just as well that you send proof for the rest without waiting for that, because I do not wish to hold up publication. I would be glad to postpone publication of this until the January issue but that would not satisfy the Council which wishes this to come out in the October issue.

Sincerely,

EDITOR



The Collegiate Press

GEORGE BANTA PUBLISHING COMPANY
Manufacturing Publishers.

★ ★ ★
GENERAL OFFICES AND PLANT
MENASHA, WISCONSIN

August 23, 1946

Miss Margaret C. Norton,
Archives Department,
Illinois State Library,
Springfield, Illinois.

Dear Miss Norton:

Thanks for your note about the Lucy article.
When the dummy is being made up I can place all of
the cuts so that they will run in a separate signa-
ture and in a good position in the issue which I will
plan to make up as a side-wired number. If any fur-
ther comment is needed, I can write you at the time
the dummy is being prepared.

Sincerely yours,

Harold J. Bachmann

Harold Bachmann
GEORGE BANTA PUBLISHING COMPANY

HJB:ge

August 17, 1946

Mr. Harold Bachmann
George Banta Publishing Co.
Menasha, Wisconsin.

Dear Mr. Bachmann:

I am returning your bill for the July reprints from the American Archivist for a correction. The Society is to be charged with 25 reprints of the article by Gondos and he is to be billed directly for the rest. Please see your letter of July 27, 1946.

The Society will guarantee the payment of this bill, but I am sure Mr. Gondos will remit promptly when billed. It will be simpler, I believe, for this matter to be handled that way.

As soon as I receive the revised bill I will approve it and forward the same to the Secretary.

Sincerely,

EDITOR



The Collegiate Press

GEORGE BANTA PUBLISHING COMPANY
Manufacturing Publishers

* * *
GENERAL OFFICES AND PLANT
MENASHA, WISCONSIN

August 27, 1946.

Miss Margaret C. Norton,
Archives Department,
Illinois State Library,
Springfield, Illinois.

Dear Miss Norton:

Thanks for the signed contracts. I have had our Secretary of the company sign this contract, and I am returning it to you herewith.

We are coming along very nicely on the typesetting for the October number, and I hope that the last article will be along soon. I think I might be able to start the dummy tomorrow and possibly have proofs ready to send in a few days.

Sincerely,

Harold J. Bachmann

Harold Bachmann
GEORGE BANTA PUBLISHING COMPANY

EJB:EM

August 29, 1946

Mr. Harold J. Bachmann
George Banta Publishing Co.
Menasha, Wisconsin.

Dear Mr. Bachmann:

Here at long last is the missing article for the October issue. Mr. Trever suggests that for this year we use the form and type for previous issues, because he expects to get out the consolidated select bibliography this fall. This would introduce a different type face into the number and I do not quite see what difference this would make in a reprint. It is possible that he is planning a reproduction by the offset process. If so, it would be important to have a uniform type face. Since time is too short to correspond with him on this subject, I think it would be advisable to follow Mr. Trever's suggestion and to use the old type face. May I trouble you to mark this up for me?

It will not be necessary to hold off reading galley proof for the rest of the number until this is put in type. I am afraid this is going to hold up getting the periodical out on time, but I want to issue it as early as possible in October.

Sincerely,

Editor

September 1, 1946

Mr. Harold J. Bachmann
George Banta Publishing Co.
Menasha, Wisconsin.

Dear Mr. Bachmann:

This will acknowledge receipt of the contract, also of the galley proof for the October issue. I hope to have the latter ready to return to you before the middle of the week.

By now you have doubtless received copy for the bibliography article. In sending you directions to use the old form and type for this, I neglected to state that the last number was published in the October 1945 issue. You have doubtless found that by now.

Since I noticed several author's queries on the copy I sent you, I would like to have you send one copy of the galley proof to the author at the same time you send it to me. The address is:

Mr. Karl L. Trever
The National Archives
Washington 25, D.C.

This time we have been able to arrange copy in a manner which will avoid the expense of reprints - I will have you print off a certain number of extra copies which I will cut up and distribute to authors, etc. I am wondering if it might not be smart to have you print some blank covers of regular paper stock I could use this way indefinitely. Worded to be something like ~~this~~: "From THE AMERICAN ARCHIVIST, Vol. --, No.--, ---- 194-"; those for the Review sections could be worded as on the reprints for the July issue. The spaces could be filled in with a rubber stamp. About how much would it cost to print up something of that sort, in say, 500 lot? Do you have any suggestions along this line? The increased number of contributions plus the increased cost of printing make this sound to be like an economical idea, but perhaps I am wrong.

Sincerely,

EDITOR



The Collegiate Press

GEORGE BANTA PUBLISHING COMPANY

Manufacturing Publishers.

★ ★ ★
GENERAL OFFICES AND PLANT
MENASHA, WISCONSIN

September 3, 1946

Miss Margaret C. Norton,
Archives Department,
Illinois State Library,
Springfield, Illinois.

Dear Miss Norton:

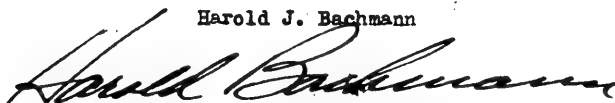
I was glad to find the missing article for the October issue and I have stipulated the use of the previously employed type face and setup rather than the new format. In the meantime, you will have received the regular dummy and I hope that everything has seemed to work out nicely.

Incidentally, Karl Trevor is from my Alma Mater, Lawrence College, in Appleton, and his father, a long-time history professor there, was one of my favorite people.

With cordial good wishes,

Sincerely yours,

Harold J. Bachmann


GEORGE BANTA PUBLISHING COMPANY

HJB:ge



The Collegiate Press

GEORGE BANTA PUBLISHING COMPANY

Manufacturing Publishers

* * *

GENERAL OFFICES AND PLANT
MENASHA, WISCONSIN
September 5, 1946

Miss Margaret Norton,
Archives Department,
Illinois State Library,
Springfield, Illinois.

Dear Miss Norton:

Corrected dummy proof for the October number of the AMERICAN ARCHIVIST has been received. Just as soon as possible to do so, proofs of the bibliography will be made up and sent out so that the issue can be completed. I shall see that Karl Trever gets a copy of the proof for checking and returning to you.

Maybe your idea about reprints will work out all right although I am not exactly sure that I understand it completely. You indicate that you may have me run off a good number of extra copies which you will cut up for distributing to authors. I wonder if you mean that you will order, for instance, 100 extra copies which I will send to you unbound; that is, unstitched and without covers. You indicate also that you might want some blank covers on regular paper stock which would mean the regular body stock and I am wondering if this is what you have in mind. If such is the case, I could make up the 500 covers you wish at a cost of \$7.61 with additional hundreds above that available at 70 cents per hundred. If, however, you meant to print 500 covers on regular cover stock, I could do that for our regular contract scale of \$12.50 for 500 covers. These would be made up with the wording suggested in your September 1 letter.

For this October issue, there are three items which do not start on right hand pages and which could not easily be made up. They are the following:

Lamination Process which starts on Page 320,
The Parchment Stretcher which starts on Page 330,
News Notes which starts on Page 356.

Your plan sounds to me like a rather good idea, especially for people who don't need many reprints. If you want to go ahead with this, however, be sure that you let me know the number of copies which you

Miss Margaret Norton,
Page Two.

will want each issue, made up in unbound fashion for distribution. That information, of course, can be sent to me along with your quantity order. I really don't have any suggestions along the line of reprints but I know from my long association with magazines that reprints are a headache no matter how one looks at it--whether it is the editor or the printer who is looking at it.

With sincere good wishes,

Cordially yours,

Harold J. Bachmann

Harold Bachmann
GEORGE BANTA PUBLISHING COMPANY

HJB:ge

September 6, 1946.

Dr. Lester J. Cappon,
Goodwin Building,
Williamsburg, Virginia.

Dear Dr. Cappon:

I am sending you herewith copies of the statement of ownership which it is necessary to publish in each October number of the AMERICAN ARCHIVIST. Will you please have these filled in at your early convenience and return them to me for the post office. I am sending a copy of this letter to Miss Norton, the editor, so that she may know of the necessity of including this extra page in this number.

Sincerely,

Harold J. Bachmann

GEORGE BANTA PUBLISHING COMPANY

HJB:VF

cc: Miss Norton



The Collegiate Press

GEORGE BANTA PUBLISHING COMPANY
Manufacturing Publishers

GENERAL OFFICES AND PLANT
MENASHA, WISCONSIN

September 7, 1946.

Miss Margaret C. Norton,
1105 South Second Street,
Springfield, Illinois.

Dear Miss Norton:

As requested in your letter of August 27,
we are enclosing a corrected invoice covering the
reprints as ordered from the July issue of THE AMERICAN
ARCHIVIST.

Our invoice for 125 copies of the article
by Mr. Gondos is also going forward today.

Sincerely,

Scilda O. Frick
SCILDA O. FRICK

GEORGE BANTA PUBLISHING COMPANY

ST
ENC

September 10, 1946

Mr. Harold Bachmann
George Banta Press
Menasha, Wisconsin.

Dear Mr. Bachmann:

Enclosed is a copy of Mr. Carl L. Lokke's corrections for his article on Francis Lieberman. If not too late, I would appreciate it if these corrections could be made before the article is put in page proof.

In the interests of economy, I am afraid we shall have to ask you to hold back part of the Lokke article for the January issue, but just where the break can come I cannot tell without the dummy. The Trever article was longer than I had anticipated. I thought I had plenty of money to print it all, but it now seems that I have only about \$565 left in the budget for the October issue, and I am afraid we are in trouble. Can you give me a rough estimate as to what the costs are likely to be with everything and with the Lokke article cut approximately in half. If I possible can I would like to run it all this time.

Karl Trever is a grand fellow and I can well realize that you were fond of his father. I never realized that he was a Middle Westerner, I suppose because he has been in Washington ever since I have known him - about ten years, I guess.

The bill for the reprints has been forwarded to the Secretary for payment.

This will also acknowledge receipt of the article from New Zealand which you forwarded to me.

Sincerely,

EDITOR



The Collegiate Press

GEORGE BANTA PUBLISHING COMPANY
Manufacturing Publishers

GENERAL OFFICES AND PLANT
MENASHA, WISCONSIN

September 18, 1946.

Miss Margaret C. Norton,
Archives Department,
Illinois State Library,
Springfield, Illinois.

Dear Miss Norton:

When the issue was completed it made a total of 136 pages and everything worked out very nicely. The total cost, however, would run above \$690 for such an issue. With \$565 left, it looks as though a goodly amount will have to be removed. I had the estimating department check carefully and not more than a 96-page issue was their decision, based on the use of \$565. That would mean that the entire Lokke article would have to be held out. I believe that would make but 93 pages, which of course could be filled by a small three-page article if you wish.

Best wishes.

Sincerely,

Harold J. Bachmann

Harold Bachmann

GEORGE BANTA PUBLISHING COMPANY *HJB*

HJB:VF

MEMORANDUM BILL FOR ALTERATIONS

Sept. 13 thru 14, 1946....

Miss. Margaret Norton.....

Your account has been charged the number of hours indicated below for making alterations (not including printer's errors) in

- ☐ Proofs which have been mailed to you
- ☐ Proofs which are returned herewith
- ☐ Proofs which have been corrected for press

The purpose of this notice is to enable you to check the charges at once, and it is suggested that you do so, since a review of the work done may be difficult after a lapse of time.

Name of Job American Archivist

Job. No. F 2303

Description of proof Dummy pages 265 thru 400

Hours of Machine Time 2.2

Hours of Hand Time 0.9

GEORGE BANTA PUBLISHING COMPANY

By HJB IJS



The Collegiate Press

GEORGE BANTA PUBLISHING COMPANY
Manufacturing Publishers

GENERAL OFFICES AND PLANT

MENASHA, WISCONSIN

September 20, 1946

Miss Margaret C. Norton,
1105 South Second Street,
Springfield, Illinois.

Dear Miss Norton:

Corrected galleys for Karl Trevor's section have been received, together with the manuscript. Ordinarily it is a better idea on such late galleys to hold them and make the corrections in the page proofs. I shall keep these galleys until your corrected pages are returned and see that the changes are carefully made.

With best wishes,

Sincerely yours,

Harold J. Bachmann

Harold Bachmann
GEORGE BANTA PUBLISHING COMPANY

HJB:ge

September 21, 1946

Mr. Harold J. Bachmann
The George Banta Publishing Co.
Menasha, Wisconsin.

Dear Mr. Bachmann:

In my haste to get proof off in this morning's mail, I neglected to sign the "Go-ahead" order. I now find that my statement that I have only \$5.5 left in this year's printing fund was incorrect and that actually I have close to \$1000, so we can print the entire number as planned.

Proof on the Bibliography article was read so carefully that I think it will be safe to omit page proof on this to avoid delaying the issuance of the number. If there are mistakes, maybe that will be a lesson to author's who demand that we hold press for them!

In addition to the regular 600 copies for the October number, please send me thirty-five addition copies unbound; also 500 copies of the form cover on regular paper stock.

Mr. Carl L. Lokke, address, the National Archives, Washington, D.C., has asked for 100 copies of his paper, but I do not know whether this number is to be in excess of those we shall furnish him. I will let you know about this later. I presume extra copies of the bibliography article will also be wanted, but will find out for you.

Sincerely,

EDITOR



The Collegiate Press

GEORGE BANTA PUBLISHING COMPANY
Manufacturing Publishers

GENERAL OFFICES AND PLANT
MENASHA, WISCONSIN

September 24, 1946.

Miss Margaret C. Norton,
Archives Department,
Illinois State Library,
Springfield, Illinois.

Dear Miss Norton:

Corrected proofs are now all at hand and I have noted that the entire issue is to be run as 136 pages. I'll check the Bibliography article over carefully so that you won't need another proof on it.

An order for 600 copies of the issue, ^{plus} 35 unbound ~~which~~ which are to be sent to you, has been entered. I shall also make up 500 copies of the form you suggested earlier on the regular stock used for the text pages.

Our price ~~x~~ for reprints, suppose~~s~~ that they are run at the same time that the issue is run. Therefore, please wire me upon receipt of this letter, letting me know what the orders for Mr. Lokke's address and the Bibliography will be. Otherwise, if they are to be run separately, there will be a considerable additional charge required, and I will also have to know whether or not the type is to be held.

On second thought, I note that you say Mr. Lokke might need reprints in excess of "those we shall furnish him." That isn't meant to indicate, is it, that I am to enter a standing order for a certain number of reprints? My understanding is that you will let me know exactly the orders when the corrected page proof is sent each issue -- right?

Sincerely,

Harold J. Bachmann

Harold Bachmann
GEORGE BANTA PUBLISHING COMPANY

HJB:RB

MEMORANDUM BILL FOR ALTERATIONS

Sept 25, 1946

Miss Margaret Norton

Your account has been charged the number of hours indicated below for making alterations (not including printer's errors) in

- ☐ Proofs which have been mailed to you
- ☐ Proofs which are returned herewith
- ☐ Proofs which have been corrected for press

The purpose of this notice is to enable you to check the charges at once, and it is suggested that you do so, since a review of the work done may be difficult after a lapse of time.

Name of Job American Archivist Oct

Job. No. F 2303

Description of proof Pages 265 thru 400

Hours of Machine Time 1.7

Hours of Hand Time 3.2

GEORGE BANTA PUBLISHING COMPANY

By HJB IJS



The Collegiate Press

GEORGE BANTA PUBLISHING COMPANY

Manufacturing Publishers.

GENERAL OFFICES AND PLANT
MENASHA, WISCONSIN

September 28, 1946.

Miss Margaret C. Norton,
Archives Department,
Illinois State Library,
Springfield, Illinois.

Dear Miss Norton:

Thanks for your wire in regard to the quantity order and reprint. I have ordered just seventy-five of the Locke article and I will have them charged directly to him. All of the type for the issue will be killed immediately when the printing is completed.

Sincerely,

Harold J. Beckmann

Harold Beckmann
GEORGE BANTA PUBLISHING COMPANY

HJB:VF



The Collegiate Press

GEORGE BANTA PUBLISHING COMPANY

Manufacturing Publishers

OCTOBER 1, 1946

Job No. **F-2503**

Customer's

Order No.

GENERAL OFFICES AND PLANT
MENASHA, WISCONSINTHE SOCIETY OF AMERICAN
ARCHIVISTS1105 S. SECOND STREET
SPRINGFIELD, ILLINOIS

Terms: Net 30 Days

DATE	DESCRIPTION	AMOUNT	TOTALS
	THE AMERICAN ARCHIVIST - OCTOBER ISSUE 635 COPIES, 136 PAGES & COVER PLUS 2 BACKED & 2 SINGLE PLATE INSERTS		
	BASE PRICE-		
	660 COPIES 64 PAGES & COVER	154 17	
	660 COPIES 2-32 PAGE FORMS AT 57 22	114 44	
	660 COPIES 8 PAGE FORM	24 27	
	35 ADD. COPIES 136 PAGES & COVER 14 48 8	5 07	
	COMPOSITION-		
	62.4 PAGES 11 POINT	2 30	143 52
	39.9 PAGES 10 POINT	2 60	103 74
	.1 PAGE 10 POINT SEMI-TABULAR	3 90	39
	1.5 PAGES 10 POINT OUTLINE	2 99	4 49
	7.6 PAGES 8 POINT	3 13	23 79
	21.0 PAGES 8 POINT BIBLIOGRAPHY	3 46	72 66
	5.0 PAGES STANDING & CUTS	1 25	6 25
	1.5 PAGES DISPLAY	4 50	5 85
	9.2 PAGES BLANK		
	ALTERATIONS-		
	MACHINE 3.9 HOURS	3 50	13 65
	HAND 4.1 HOURS	3 25	13 33
	ENGRAVINGS - INSERT FACING PAGE 322 (6.16 LESS 10%)	5 54	
	STENCILS 43 3 1/4	1 51	
	SPECIAL REPRINT COVER SETUP	7 61	
	TWO INSERTS PRINTED 1 SIDE, 635 COPIES	11 58 EA.	23 16
	2 INSERTS PRINTED 2 SIDES, 635 COPIES	15 86 EA.	31 72
			755 16
	STAMP POSTAGE & EXPRESS	6 93	
	2nd CLASS POSTAGE	3 50	
			10 43
			765 59

We hereby guarantee that all merchandise made by us
has been and will continue to be, manufactured in ac-
cordance with the Federal Child Labor Law, of Sept. 1,
1916.

GEORGE BANTA PUBLISHING COMPANY



The Collegiate Press

GEORGE BANTA PUBLISHING COMPANY

Manufacturing Publishers

GENERAL OFFICES AND PLANT
MENASHA, WISCONSIN

October 17, 1946.

Miss Margaret C. Norton,
Archives Department,
Illinois State Library,
Springfield, Illinois.

Dear Miss Norton:

I find that I do not have the address for
shipping the Locke reprints. Will you send it along
and when they are ready, I can see that they go
forward directly?

Sincerely,

Harold J. Bachmann

GEORGE BANTA PUBLISHING COMPANY

HJB:VF

1105 South Second St.
Springfield, Illinois
October 17, 1946.

Mr. Harold J. Bachmann
George Banta Publishing Co.
Menasha, Wisconsin.

Dear Mr. Bachmann:

In either the January or April issue I propose to publish some diagrams detailing certain equipment. The question has arisen as to what form the copy should take for these line drawings, which is probably a more correct description than the word diagrams. Can satisfactory cuts be made from blue print drawings and if not, should be drawings be made in pencil or in ink and upon what medium?

The October issue looks fine and I was agreeably surprised that it did not cost more than you charged, even though it was practically a double number. Will the recent increases in cost of paper affect the present contract or did you anticipate this in drawing up estimates? Our Council meets next week and will pass the budget, so if we are apt to have a large or even small increase we should anticipate this so far as possible.

Sincerely,

EDITOR

October 21, 1946

Mr. Harold J. Bachmann
The George Banta Publishing Co.
Menasha, Wisconsin.

Dear Mr. Bachmann:

The Lokke reprints should be addressed and billed to

Mr. Carl L. Lokke
The National Archives
Washington 25, D.C.

I expect to be away from Springfield for the next week or
to, so do not be disturbed if you have occasion to
get in touch with me and I do not reply.

Sincerely,

EDITOR



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GENERAL OFFICES AND PLANT

MENASHA, WISCONSIN

October 24, 1946

Miss Margaret C. Norton,
1105 South Second Street,
Springfield, Illinois.

Dear Miss Norton:

If you have line drawings which you want to publish in the January or April issues, just plain drawings made up with India ink are very satisfactory. I personally think they are more satisfactory than cuts made up from blueprint drawing. Sketches made on a comparatively stout white dull surfaced background should work out fine. If you get one of the sketches made and want to send it to me for checking, I'll be glad to look it over and comment on its acceptability if you wish.

The recent increases in the cost of paper will not affect the current contract. If any changes are required, I will give you notice of it as the prices increase.

Sincerely yours,

Harold J. Bachman

Harold Bachman
GEORGE BANTA PUBLISHING COMPANY

HJB:ge

Mailed 2 copies to Lohr Nov. 1, 1946

The Collegiate Press

GEORGE BANTA PUBLISHING COMPANY

Manufacturing Publishers

OCTOBER 30, 1946

P-2500

Job No.
Customer
Order No.GENERAL OFFICES AND PLANT
MENASHA, WISCONSIN

Sold To

THE SOCIETY OF AMERICAN
ARCHIVISTS
1102 SOUTH SECOND STREET
SPRINGFIELD, ILLINOIS

Term: Net 30 Days

DATE	DESCRIPTION	AMOUNT	TOTALS
	AMERICAN ARCHIVIST - OCTOBER REPRINTS		
	73 COPIES OF ARTICLE BY LOHR	44 PAGES 24 30	
		EXPENSE 45	24 75

We hereby guarantee that all merchandise made by us
has been and will continue to be manufactured in ac-
cordance with the Fair Labor Standards Act of 1938.

GEORGE BANTA PUBLISHING COMPANY

November 3, 1946

Mr. Harold J. Bachmann
George Banta Publishing Company
Menasha, Wisconsin.

Dear Mr. Bachmann:

Your letter of October 24 awaited me on my return from the annual meeting of the Society of American Archivists held at Washington last week.

It may be helpful to your production schedule to know that copy for the January issue will not reach you until about December 1st. This means that we shall encounter the difficulties of holiday traffic, but we shall have to do the best we can to get the issue out as early in January as possible. The reason for the delay is the necessity for waiting for copy for the Presidential address and the report on the meeting, also the Secretary's report.

You may be pleased to learn that the new dress of The American Archivist had many favorable responses on the part of the members and the Council.

Sincerely,

EDITOR



The Collegiate Press

GEORGE BANTA PUBLISHING COMPANY
Manufacturing Publishers

GENERAL OFFICES AND PLANT
MENASHA, WISCONSIN

November 6, 1946

Miss Margaret C. Norton,
Archives Department,
Illinois State Library,
Springfield, Illinois.

Dear Miss Norton:

Many thanks for your note telling me that copy for the January issue will be here around the first of December. I am making reservations on our schedules accordingly.

It is mighty good news to know that the new format for the AMERICAN ARCHIVIST elicited as many favorable responses as it did.

With cordial good wishes,

Sincerely,

Harold J. Beckmann

GEORGE BANTA PUBLISHING COMPANY

HJB:ge

WHEELING STATE HOSPITAL

WHEELING, WEST VIRGINIA

WHEELING, W. VA.

WHEELING, W. VA.

WHEELING, W. VA.

November 16, 1946

Mr. Harold J. Bachmann
The George Banta Publishing Co.
Menasha, Wisconsin.

Dear Mr. Bachmann:

Through an error on the part of my staff, your envelope containing the bill for the reprints of the Lokke article was not forwarded to me on my vacation. Consequently I am only now able to forward it to Mr. Lokke. Please blame him and not me for any delay in getting your money.

Sincerely,

EDITOR

P.S. I just got a note from Mr. Lacy of Houston, Texas, saying that he has received his cuts safely. I have not yet received the cut for the Maryland parchment stretcher.

November 20, 1946

Mr. Harold J. Bachmann
The George Banta Publishing Co.
Menasha, Wisconsin.

Dear Mr. Bachmann:

Please send copies of the October 1946 American Archivist to each of the following:

Mr. George J. Lacy
Shell Building
Houston, Texas 1 copy

Miss Vernie H. Wolfsberg
St. Paul Fire and Marine Insurance Co.,
St. Paul 2, Minnesota 1 copy

Mr. Joseph Broadman
235 West End Ave.
New York 23, N.Y. 1 copy

Please send five copies of each issue of The American Archivist, beginning with the October 1946 issue, to:

Mr. Oliver W. Holmes
Program Director
The National Archives
Washington 25, D.C.

Mr. J.E. Kramm, Editorial Correspondence, The H.W. Wilson Co., 950-972 University Ave., New York 52, N.Y. complains that they have not received a copy of the January 1946 American Archivist. Please send a copy to this firm, even if one has already been sent, since this is an important indexing company. Please see that this company is kept on our exchange list.

As I am anxious to revise our exchange list, and also to keep up to date addresses of all subscribers, I would appreciate it if you would run off a copy of our mailing list when you send out the January issue.

Sincerely,

EDITOR



The Collegiate Press

GEORGE BANTA PUBLISHING COMPANY
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★ ★ ★
GENERAL OFFICES AND PLANT
MENASHA, WISCONSIN

November 20, 1946

Miss Margaret C. Norton,
Archives Department,
Illinois State Library,
Springfield, Illinois.

Dear Miss Norton:

Thanks for sending along the invoice for the Lokke article. I have asked our accounting department to check our copy so that the statement won't inadvertently be sent to him.

The cut for the Maryland parchment stretcher went forward to you today. The cut was misplaced for a short time.

Sincerely,

Harold J. Bachmann

GEORGE BANTA PUBLISHING COMPANY

EJB:VE



The Collegiate Press

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* * *
GENERAL OFFICES AND PLANT
MENASHA, WISCONSIN

November 26, 1946

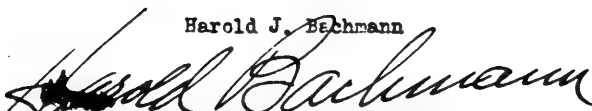
Miss Margaret C. Norton,
Archives Department,
Illinois State Library,
Springfield, Illinois.

Dear Miss Norton:

As soon as the January issue is completed I'll have the mailing list run off and sent to you for checking your exchange list. Other items of a mailing nature commented on in your November 20 letter are now being cared for.

Sincerely,

Harold J. Bachmann


GEORGE BANTA PUBLISHING COMPANY

HJB:lg

December 1, 1946

Mr. Harold J. Bachmann
The George Ranta Publishing Co.
Menasha, Wisconsin.

Dear Mr. Bachmann:

Enclosed is part of the copy for the January number of The American Archivist. You will note that I lack copy for the first article, "The Tenth Annual Meeting of the Society of American Archivists" by Dr. Bahmer, and the News Notes. Dr. Bahmer sent me some articles from others (read the recent meeting) and said he was enclosing his own. I thought he would send it along in a day or so, having carelessly omitted it from the envelope; but he has not done so. If I don't get it shortly we will simply omit it, running the article in the April number. Mr. Trever sent me a postal to the effect that the News Notes would be on their way to me in a day or so, so I'll be sending them in a few days.

Please send proof of their respective articles to the following:

Dr. Solon J. Buck
The National Archives
Washington 25, D.C.

Miss Ellen Starr Brinton, Curator
Swarthmore College Peace Collection
Swarthmore, Pennsylvania.

I writing to these two to return their proof to me, but lest they be dilatory, please send me a copy of the galley proof also so that I can correct obvious errors.

Miss Brinton writes as follows:

Will it be possible to have a printed copy of this material in proof form together with prices? I want members of the Advisory Council to see it and help decide the possible distribution, and consequently the quantity that could be advantageously used. For immediate circulation to our mailing list the S.C.F.C. can use 500 copies, but we may want more, if it is decided to use it also for some finance appeal. A colored cover sheet has been suggested for part or all copies. May I have a price on the off-prints, with and without covers, for 500, 1000, 2000 copies.

Possibly, in view of Miss Brinton's use for the proofs, it would be preferable to send her two copies of the proof - one copy for correction, one to keep.

Sincerely,

Springfield, Illinois
December 3, 1946

Mr. Harold Bachmann
George Banta
Publishing Company
Menasha, Wis.

Dear Mr. Bachmann:

The minutes of the business meeting and of the council of Society of American Archivist have just come in. and I think we should run them in the January issue. These should be inserted at the beginning of the section, which I have entitled The Society of American Archivists Reports. The word "reports" and the footnote to the affect that the minutes of the council will not be published until April's issue should be omitted. However, if that is too confusing I can take them out when galley proofs comes.

Will you please check the way I have marked size of type for the News Notes. Do you think I am using too small type for the parts which in copy are singled spaced? If so, I would appreciate if you would make suitable changes. You realize that I am still having some difficulty in visualizing type sizes.

Sincerely,

Editor

MCN:fo

Encl:


The Collegiate Press

GEORGE BANTA PUBLISHING COMPANY
Manufacturing Publishers

GENERAL OFFICES AND PLANT
MENASHA, WISCONSIN
December 4, 1946

Miss Margaret C. Norton,
Archives Department,
Illinois State Library,
Springfield, Illinois.

Dear Miss Norton:

The copy for the January number of the AMERICAN ARCHIVIST is beautifully marked and you have really done a grand bit of work with it. I shall take care of your request of December 1 and write you later in regard to the Brinton question.

Sincerely,

Harold J. Bachmann


GEORGE BANTA PUBLISHING COMPANY

HJB:ge



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GENERAL OFFICES AND PLANT

MENASHA, WISCONSIN

December 5, 1946

Miss Margaret C. Norton,
Archives Department,
Illinois State Library,
Springfield, Illinois.

Dear Miss Norton:

Copy for the minutes of the business meeting
and of the council of the society has been received.
Throughout the copy you seem to have marked everything
nicely. Don't expect miracles -- it will be some time
before you can visualize type sizes, say I, oh so
knowingly, from vast experience!

Sincerely,

Harold J. Bachmann

Harold Bachmann

GEORGE BANTA PUBLISHING COMPANY *HJB*

HJB:lg

December 2, 1946

Mr. Harold J. Bachmann
The George Sanata Publishing Co.
Menasha, Wisconsin.

Dear Mr. Bachmann:

Enclosed is the article entitled "The Tenth Annual Meeting of the Society of American Archivists", to be inserted in copy for the American Archivist as the first article. The author wrote that he thought he had sent it to me until receiving my letter saying I had not received it. I hope this will not be too great an inconvenience to you. I suppose every editor has trouble with deadlines, but when all your contributors write for free I suppose you can expect even more than usual trouble in that respect.

Sincerely,

EDITOR



The Collegiate Press

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* * *

GENERAL OFFICES AND PLANT
MENASHA, WISCONSIN

December 11, 1946

Miss Margaret C. Norton,
Archives Department,
Illinois State Library,
Springfield, Illinois.

Dear Miss Norton:

My guess on the Brinton article is that it will make five pages of solid type meaning that we would have to run it as an eight page reprint in order to do it most economically. Such being the case, 500 copies without covers would be \$27.35 or with covers \$40.57; 1000 copies could be obtained for \$35.45 without covers or with covers \$58.57; 2000 copies would cost \$51.65 without covers or with covers \$94.57. These prices, of course, do not include shipping charges.

Sincerely,

Harold J. Bachmann

Harold J. Bachmann
GEORGE BANTA PUBLISHING COMPANY

HJB:ge



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* * *

GENERAL OFFICES AND PLANT
MENASHA, WISCONSIN

December 12, 1946

Miss Margaret C. Norton,
Archives Department,
Illinois State Library,
Springfield, Illinois.

Dear Miss Norton:

The article sent with your December 9 note has been inserted in copy for the AMERICAN ARCHIVIST as the first article. I completely understand your deadline trouble, and your reticence to "bite the hand that's feeding you," as far as contributors are concerned.

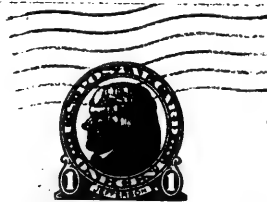
Best wishes.

Sincerely,

Harold J. Bachmann

Harold Bachmann
GEORGE BANTA PUBLISHING COMPANY

EJB:lg



THIS SIDE OF CARD IS FOR ADDRESS

Miss Margaret C. Norton
1105 South Second Street
Springfield, Illinois

January 6, 1946

Dear Miss Norton:

This short note will acknowledge receipt of the corrected dummy for the January issue of AMERICAN ARCHIVIST. Everything seems to be in order.

Sincerely yours,

Harold Bachmann
H. J. Bachmann

GEORGE BANTA PUBLISHING COMPANY *HJB*

hdh

MEMORANDUM BILL FOR ALTERATIONS

Jan. 6 thru 7, 1947.....

Miss Margaret Norton.....

Your account has been charged the number of hours indicated below for making alterations (not including printer's errors) in

- ☐ Proofs which have been mailed to you
- ☐ Proofs which are returned herewith
- ☐ Proofs which have been corrected for press

The purpose of this notice is to enable you to check the charges at once, and it is suggested that you do so, since a review of the work done may be difficult after a lapse of time.

Name of Job Archivist Jan.

Job. No. F 3222

Description of proof Dummy pages 1 thru 112

Hours of Machine Time 3.5

Hours of Hand Time 1.2

GEORGE BANTA PUBLISHING COMPANY

By RJB IJS

January 13, 1947

Mr. Harold J. Bachmann
The George Banta Publishing Co.
Menasha, Wisconsin.

Dear Mr. Bachmann:

Enclosed is proof for the January issue of The American Archivist.

I am typing this at the office and do not have files at hand, but please print the usual number of copies. I believe a total of thirty-five copies will be sufficient for my own use this time.

You enclosed original as well as corrected galley this time, for which I am glad, as it settled a couple of questions in proof reading. Since you have not been sending it to me, I assume that you want it back. I have no further use for it, anyhow.

Sincerely,

MANAGING EDITOR



The Collegiate Press

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GENERAL OFFICES AND PLANT
MENASHA, WISCONSIN

January 16, 1947

Miss Margaret C. Norton,
Archives Department,
Illinois State Library,
Springfield, Illinois.

Dear Miss Norton:

The proofs for the ARCHIVIST are in fine shape and I have noted that we are to go to press at once. There is only the one Britton reprint order, I understand, and I have received direct orders from her also okaying the quotation which we made.

Actually, it is never necessary for you to return the original manuscript to me. All I need is the corrected dummy. We have no use for the original except in rare instances to check a word in question.

Sincerely,

Harold J. Bachmann

Harold Bachmann
GEORGE BANTA PUBLISHING COMPANY

HJB:ge

January 20, 1947

Mr. Harold J. Bachmann
The George Banta Publishing Company
Menasha, Wisconsin.

Dear Mr. Bachmann:

As I shall have to make several trips out of town in the next couple of months, I think you had better send parcels to my office instead of to my home, lest there be no one to receive them. Please mark them personal. I still would get ordinary mail (letters) faster at home.

I should think that we would want some reprints of the Model Archives Act, but I have received no instructions from the Secretary of the Society, even in response to a wire sent him last Friday. If you have not already killed the type for that article, please hold the forms for a couple of weeks until I can get in touch with him. He is doubtless away for a short vacation, and I shall be away from Springfield next week, so it may take a little time to get it straightened out. If it is already too late, don't worry. I have no way of knowing how many extra copies will be needed.

I hope to get copy for the April issue to you within a few days of February first. As the Council now requires that proof be sent to authors that may slow up production a bit, but we will try to keep on schedule.

Sincerely,

MANAGING EDITOR

January 22, 1947

Mr. Harold J. Bachmann
The George Banta Publishing Co.
Menasha, Wisconsin.

Dear Mr. Bachmann:

I have finally had a note from the Secretary of the Society saying that he will want 50 copies of the Model Act for An Archives Department as printed in the January issue. The note "Reprinted from The American Archivist ----" should appear, but a stiff cover is not wanted since this will be used as an enclosure in letters chiefly.

If it is too late to get this without reprinting, skip this instructions - I don't think we want it that badly. I am sorry the Secretary and I misunderstood each other but hope my letter instructing you to hold the forms pending further word from me got to you in time.

Sincerely,

MANAGING EDITOR



The Collegiate Press

GEORGE BANTA PUBLISHING COMPANY

Manufacturing Publishers

GENERAL OFFICES AND PLANT
MENASHA, WISCONSIN

January 23, 1947

Miss Margaret C. Norton,
Archives Department,
Illinois State Library,
Springfield, Illinois.

Dear Miss Norton:

A note has been made so that for the next two months packages sent will be directed to you at the library and marked "personal." Regular mail will be sent to your home address.

The ARCHIVIST has not as yet run and I am putting a hold order on the type until I hear from you. If no word is received within the next ten days or two weeks, I shall presume that the type can be destroyed.

I appreciate your note letting me know when copies for the April issue will be received.

Sincerely,

Harold J. Bachmann

Harold Bachmann
GEORGE BANTA PUBLISHING COMPANY

EJB:lg



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GENERAL OFFICES AND PLANT
MENASHA, WISCONSIN

January 24, 1947

Miss Margaret C. Norton,
Archives Department,
Illinois State Library,
Springfield, Illinois.

Dear Miss Norton:

Thanks for your note about the additional
copies of the Model Act article. When these are
completed I will have them sent directly to Mr. Cappon.

Sincerely,

Harold J. Bachmann

Harold Bachmann
GEORGE BANTA PUBLISHING COMPANY

HJB'lg

February 1, 1947

Mr. Harold J. Bachmann
The George Santa Publishing Co.
Menasha, Wisconsin.

Dear Mr. Bachmann:

Here is copy for the April issue - all except the News Notes which will be sent on as soon as received.

The Council of the Society directs that authors shall receive proof from now on. I shall hold my authors to strict deadlines for return of proof. As a matter of fact, I generally know which ones are likely to make extensive changes so that ordinarily I can read proof myself and make their corrections, if any, on page proof.

Please galley proof to the following, sending me galley proof and the originals as usual; (I will instruct them to return their proof to me)

Mr. Robert Claus (I'll have to check on this address - I am not quite sure about it)

Mr. Philip C. Brooks
The National Archives
Washington 25, D.C.

Miss Bertha E. Johnson
10 17th Ave.
Columbus 1, Ohio

Miss Helen A. Mc Clung
Provincial Archivist
Department of Public Records & Archives of Ontario
Toronto, Ontario, Canada

Miss Dorothy K. Taylor
Supervisor of Records
Denver and Rio Grande Western Railroad Co.
Denver 1, Colorado

Book reviews and Archivist's bookshelf to
Mr. Richard G. Wood
600 Lawrence St., N.E.
Washington 17, D.C.

News Notes to

Mr. Karl L. Trever
The National Archives
Washington 25, D.C.

Mr. Kitching lives too far away to have proof, so none will
be sent to him.

Sincerely,

MANAGING EDITOR



The Collegiate Press

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*Manufacturing Publishers*Job No. **F-3222**Customer's
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GENERAL OFFICES AND PLANT
MENASHA, WISCONSIN

FEBRUARY 4, 1947

THE SOCIETY OF AMERICAN
ARCHIVISTS
1105 SOUTH SECOND ST.
SPRINGFIELD, ILL.

DATE	DESCRIPTION	AMOUNT	TOTALS
	THE AMERICAN ARCHIVIST - JANUARY ISSUE 600 COPIES, 116 PAGES & COVER		
	BASE PRICE -		
	600 COPIES, 64 PAGES & COVER	154 17	
	600 COPIES, 32 PAGE FORM	57 22	
	600 COPIES, 16 PAGE FORM	38 36	
	600 COPIES 4 PAGE FORM	16 06	
	COMPOSITION -		
	41.5 PAGES 11 POINT	AT 2 30	95 45
	53.3 PAGES 10 POINT	2 60	135 98
	16 PAGES 10 POINT SEMI-TABULAR	3 90	2 34
	10.3 PAGES 8 POINT	3 13	32 24
	18 PAGES 8 POINT SEMI TABULAR	5 27	4 22
	1.8 PAGES STANDING	1 25	1 25
	5.7 PAGE DISPLAY	4 50	25 65
	7.8 PAGES BLANK		
	ALTERATIONS -		
	MACHINE 3.5 HOURS	3 50	12 25
	HAND 1.2 HOURS	3 25	3 90
	KILLED TYPE (SEE PROOF)		1 57
	STENCILS 63	AT 3 30 G	2 21
	10 EXTRA STRIP PROOF OF MAILING LIST		
	(1 TO EDITOR & 9 TO SECRETARY) 4650 NAMES		
		AT 1 35 M	6 28
	INCREASE IN COST OF BODY STOCK 225/77 CNT 2 47 CNT		6 62
			595 77
	STAMP POSTAGE & EXPRESS	11 90	
	2ND CLASS POSTAGE	3 18	15 08
			610 85

We hereby guarantee that all merchandise made by us
has been and will continue to be, manufactured in ac-
cordance with the Federal Child Labor Law, of Sept. 1,
1916.

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Manufacturing Publishers

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GENERAL OFFICES AND PLANT
MENASHA, WISCONSIN

February 6, 1947

Miss Margaret Norton,
1105 South Second Street,
Springfield, Illinois.

Dear Miss Norton:

The manuscript for the April ARCHIVIST, marked throughout with a definitely professional touch by the editor, has arrived. It really is in excellent shape and I have noted that copy for the News Notes section will be along soon.

A special note has been made of the addresses for sending galley proof. The regular proof and manuscript will be sent to your office. If this is to be a regular procedure, perhaps it might be well for future issues to purchase a rubber stamp with which the galleys could be marked when they are sent to authors to indicate their return to you. If by any chance I get corrected galleys here by mistake, I'll send them along to you at once.

Sincerely,

Harold J. Bachmann

GEORGE BANTA PUBLISHING COMPANY

HJB:go

February 8, 1947

Dr. Karl L. Trever
News Notes Editor
The American Archivist
The National Archives
Washington 25, D.C.

Dear Mr. Trever:

I had sent the rest of the copy for the April issue off several days before your copy came, but as your goes at the end that does not matter. I am afraid it is going to run the issue too long for our budget so I may have to pull one article, but I hope not. At any rate, I think your column is getting better and better, and in fact, that it is worth more than all the rest. I guess ~~it~~ that is true in any professional magazine - I, at least, always turn first to the News Notes.

I notice that you included note from the American Historical Review that I had intended to add if you did not. You missed one item - the death of Dr. Kenney of the Dominion Archives. He always attended meetings until the war stopped him.

A new item for Illinois was also added, for which I only today got a release from Miss Rogers.

Sincerely,

MANAGING EDITOR

February 11, 1947

Mr. Harold J. Bachmann
The George Santa Publishing Co.
Menasha, Wisconsin.

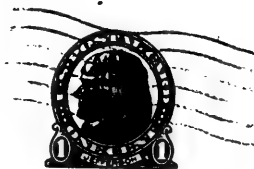
Dear Mr. Bachmann:

Enclosed is belated copy for the News Notes Column of
the April issue of The American Archivist. Copy for
the rest of the issue was shipped to you on February 8d.

The first ten copies of the January issue came yesterday.
I think that issue, being chiefly proceedings of the
last annual meeting, justifies the change in format, for
it is attractive despite the contents. We continue to
get favorable comments on the changed appearance, and
I wish once more to express to you my appreciation for
your kindness in working out the changes for us.

Sincerely,

MANAGING EDITOR



THIS SIDE OF CARD IS FOR ADDRESS

Miss Margaret Norton
1105 South Second Street
Springfield, Illinois.

February 11, 1947

Dear Miss Norton;

As requested in your letter of February 10th we will send galley proof of the Claus article, for the April AMERICAN ARCHIVIST to Mr. Robert Claus as indicated.

The original mss. and 1 set of galley will be sent to you as usual.

Sincerely yours,

Harold T. Bachmann

Harold Bachmann
GEORGE BANTA PUBLISHING CO.

hdb



The Collegiate Press

GEORGE BANTA PUBLISHING COMPANY

Manufacturing Publishers

* * *

GENERAL OFFICES AND PLANT
MENASHA, WISCONSIN

February 11, 1947

Miss Margaret C. Norton,
1105 South Second Street,
Springfield, Illinois.

Dear Miss Norton:

The late copy for the News Notes section
has been received. This now completes everything
for the issue.

I am mighty glad to have your favorable
comments on the January number. I do honestly
believe that a change in format such as this makes
people interested enough to do a bit more reading
of the contents.

Sincerely,

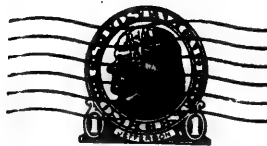
Harold J. Bachmann

Harold Bachmann
GEORGE BANTA PUBLISHING COMPANY

HJB:ge



THIS SIDE OF CARD IS FOR ADDRESS



Miss Margaret Norton
1105 South Second St.
Springfield Illinois

Dear Miss Norton:

Corrected proofs of the ARCHIVIST have been received and I believe that I'll be able to send page proofs to you the latter part of this week.

Harold Bachmann

3-11-47



The Collegiate Press

GEORGE BANTA PUBLISHING COMPANY

Manufacturing Publishers

GENERAL OFFICES AND PLANT
MENASHA, WISCONSIN

March 13, 1947

Miss Margaret C. Norton,
1105 South Second Street,
Springfield, Illinois.

Dear Miss Norton:

I have a note from Miss Josephson but prefer that any of these prices in regard to reprints be handled directly through your office. I don't know to what Miss Josephson refers when she says that the reprints she wants are in "addition to the 25 which the magazine furnishes me gratis." I didn't understand that there was ever such an understanding with authors and it is for items such as that that I would prefer not to get mixed up in the quoting problem. The article as it will appear in the April number makes eighteen pages which will require its being run as a 20 page reprint. In accordance with my August 12, 1946 letter to you, the first 25 copies would cost \$9.17. If 50 copies were ordered, the price would be \$10.20. Postage charges, of course, are in addition to these figures. If 50 copies above the first 25 were ordered, the charge would be \$11.25 for the total of 75 copies.

I believe that I shall have all of the work on the paging finished so that I can send the proof to you this evening.

Sincerely,

Harold J. Bachmann

GEORGE BANTA PUBLISHING COMPANY

FIVE

MEMORANDUM BILL FOR ALTERATIONS

Mar 11 thru 12, 1947.

Miss Margaret Norton.....

Your account has been charged the number of hours indicated below for making alterations (not including printer's errors) in

- ☐ Proofs which have been mailed to you
- ☐ Proofs which are returned herewith
- ☐ Proofs which have been corrected for press

The purpose of this notice is to enable you to check the charges at once, and it is suggested that you do so, since a review of the work done may be difficult after a lapse of time.

Name of Job American Archivist

Job No. G. 4789

Description of proof Dummy pages 115 thru 224

Hours of Machine Time 5.8

Hours of Hand Time 1.8

GEORGE BANTA PUBLISHING COMPANY

By H. H. B. H.

March 18, 1947

Mr. Harold J. Bachmann
George Banta Publishing Co.
Menasha, Wisconsin.

Dear Mr. Bachmann:

The proof did not reach me until Monday morning, so it will probably be the end of the week before I return it.

I expect to be out of the city the first week in April and am not sure whether I can get copy for the July number to you before I leave - that will depend upon how prompt my sub-editors are. Our secretary warns me that I am running way ahead of my budget, which so far has been due to my being unable to estimate the amount of space needed for the sections these people have been sending in late. I shall therefore have to wait until I get all copy before sending in my part of the magazine as I have been doing. I will get copy to you as soon as I can,

Enclosed is the letter from Miss Josephson. In explanation of the 25 copies furnished by the editor of which she speaks: Under Professor Pease, the last year or two, all contributors had to pay for all reprints. This year I am cutting up 25 of the 25 copies which you send me and distributing them to the contributors. Miss Josephson wants to order 25 copies from you, in addition to the 25 which I shall be sending her. I prefer to have contributors make arrangements for reprints directly with you, so there will be no misunderstanding on the part of this office about what is wanted. Therefore, I would appreciate it if you would reply directly to Miss Josephson concerning your prices.

Some time ago you wrote that if sending galley proof is to be a regular feature, it might be well for you to have a rubber stamp for marking galleys for return by authors to me. I am not enthusiastic about this business of galley proof to authors - I always find more mistakes than they do, and it is an almost irresistible temptation to them to "improve" their text and to add footnotes, which changes usually reach me only in time to make the corrections on page proof. However, my instructions from the Council of the Society compel me to send proof to everyone whether it is wanted or not. Therefore, it would probably be well for you to have the rubber stamp made as you suggest, and you authorized to go ahead.

Sincerely,

MANAGING EDITOR



The Collegiate Press

GEORGE BANTA PUBLISHING COMPANY
Manufacturing Publishers

GENERAL OFFICES AND PLANT
MENASHA, WISCONSIN

March 20, 1947

Miss Margaret C. Norton,
Archives Department,
Illinois State Library,
Springfield, Illinois.

Dear Miss Norton:

I have written to Miss Johnson^{*} in regard to reprints and I should have a reply by the beginning of the week when the corrected proofs will be on hand.

In making up a stamp for the return of galleys do you want me to use your home address or the Library address? I agree heartily with you in your remarks on proof to authors. I know a writer's constant desire to improve and better^{his} copy and I also know from a printer's angle that all of these changes are not only timewasting but expensive also.

Sincerely,

Harold J. Bachmann

GEORGE BANTA PUBLISHING COMPANY

EJB'ig

**Johnson*

March 14, 1947

Mr. Harold J. Bachmann
The George Banta Publishing Co.
Menasha, Wisconsin.

Dear Mr. Bachmann:

The enclosed bill should be made out as two bills, one addressed to Miss Printon who made her own arrangements with you about the reprints of her article, and the other bill, for the "Model Bill for a State Archives Department" should be sent direct to the Secretary of the Society, Dr. Lester J. Cappon, Box 103, Williamsburg, Va.

About a week ago I wrote you that I would be sending copy for the July issue shortly after the first of April. I was confused about this, and was reminded by one of my sub-editors that the July issue is not due to go to press until May first.

In making up the stamp for the return of proof, I think it best to use my home address, 1105 South Second St. I seem to get packages faster if addressed to the office, but all other mail more surely and faster at home.

Sincerely,

MANAGING EDITOR



The Collegiate Press

GEORGE BANTA PUBLISHING COMPANY

Manufacturing Publishers

GENERAL OFFICES AND PLANT
MENASHA, WISCONSIN

March 26, 1947.

Miss Margaret C. Norton,
1105 South Second Street,
Springfield, Illinois.

Dear Miss Norton:

Corrected proofs of the April ARCHIVIST arrived yesterday afternoon. I am presuming that I should print 600 copies and I am going ahead on that premise. If this is incorrect, please wire me, will you?

Sincerely,

Harold I. Bachmann

GEORGE BANTA PUBLISHING COMPANY

HJB:VF

MEMORANDUM BILL FOR ALTERATIONS

...March 22, 1947.....

Miss Margaret Manton.....

Your account has been charged the number of hours indicated below for making alterations (not including printer's errors) in

- ☐ Proofs which have been mailed to you
- ☐ Proofs which are returned herewith
- ☐ Proofs which have been corrected for press

The purpose of this notice is to enable you to check the charges at once, and it is suggested that you do so, since a review of the work done may be difficult after a lapse of time.

Name of Job American Archivist April:

Job. No. G. 4568

Description of proof Pages 115 thru 204

Hours of Machine Time 1.0

Hours of Hand Time 1.0

GEORGE BANTA PUBLISHING COMPANY

By RJE RJL

The Collegiate Press

GEORGE BANTA PUBLISHING COMPANY

Manufacturing Publishers

Job No.
Customer's
Order No.

B-4389

GENERAL OFFICES AND PLANT
MENASHA, WISCONSIN

APRIL 7, 1947

THE SOCIETY OF AMERICAN
ARCHIVISTS
1105 SOUTH SECOND ST.
SPRINGFIELD, ILL.

Terms: Net 30 Days

DATE	DESCRIPTION	AMOUNT	TOTALS
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THE AMERICAN ARCHIVIST - APRIL ISSUE
600 COPIES 112 PAGES & COVER

BASE PRICE -

600 COPIES 64 PAGES & COVER	134 17
600 COPIES 32 PAGE FORM	57 22
600 COPIES 16 PAGE FORM	38 36

COMPOSITION -

36.2 PAGES 11 POINT	AT 2 30	129 26
.2 PAGES 11 POINT SEMI TABULAR	3 53	71
35.5 PAGES 10 POINT	2 60	92 30
.3 PAGES 10 POINT SEMI TABULAR	3 90	1 17
9.7 PAGES 8 POINT	3 13	30 36
.2 PAGES 8 POINT SEMI TABULAR	5 27	1 03
2.5 PAGES 8 POINT OUTLINE	3 60	9 00
3.0 PAGES STANDING & CUTS	1 23	3 73
1.7 PAGES DISPLAY	4 50	7 63
6.7 PAGES BLANK		

ALTERATIONS -

MACHINE	6.8 HOURS	AT 3 50	23 80
HAND	2.8 HOURS	3 23	9 10
ENGRAVINGS - PAGE 23 (2) (8.85 LESS 16%)			7 96
STENCILS	25	AT 3 1/4	81
INCREASE IN COST OF BODY STOCK, 307%	AT 2 47 CMT		7 58
			<u>574 33</u>

STAMP POSTAGE

2ND CLASS POSTAGE

5 67
<u>2 26</u>
<u>8 63</u>

582 96

We hereby guarantee that all merchandise made by us
has been and will continue to be manufactured in ac-
cordance with the Federal Child Labor Law, of Sept. 1,
1916.

GEORGE BANTA PUBLISHING COMPANY

April 15, 1947

Mr. Harold J. Bachmann
George Banta Publishing Co.
Menasha, Wisconsin.

Dear Mr. Bachmann:

The Editor's ten copies and my personal copy of the April number of The American Archivist have been received. The twenty-five copies which I cut up for distribution among the contributors I presume will be along shortly. You may look for copy for the July number about May 1st.

The C.F. Cusack Advertising Agency of Denver have placed an advertisement by the Rio Grand Railroad a propos of the 1947 Convention, and write me that they have sent you cuts. Instructions will come with copy for the July number.

In the future please send books and other review material which you receive directly to our Reviews Editor, Mr. Richard G. Wood, 600 Lawrence St., N.E. Washington 17, D.C. Mr. Wood is now taking full charge of this department and it is not necessary for me to see the review material first.

Sincerely,

MANAGING EDITOR



The Collegiate Press

GEORGE BANTA PUBLISHING COMPANY
Manufacturing Publishers

GENERAL OFFICES AND PLANT
MENASHA, WISCONSIN

April 16, 1947

Miss Margaret C. Norton,
Archives Department,
Illinois State Library,
Springfield, Illinois.

Dear Miss Norton:

After receiving your April 15 letter, I checked with our mailing department and found that we don't have in the bundle list for the ARCHIVIST an indication that twenty-five copies are to go to you each issue. I don't believe this was ever handled in exactly that way, was it? I don't have an instruction on our permanent specifications to send other than the ten copies and your own copy to you. I am, however, today sending twenty-five copies of the April number and I shall take your letter as an order to add to our permanent records the fact that twenty-five are to be sent to you at each printing. Am I correct? Perhaps this should be added as a part of the regular mailing list.

Thanks for your note about the July issue. I shall be expecting it about the first of May. I shall also be on the lookout for the cut for the advertisement to run in this number.

Our forwarding department has been notified in regard to new material for the ARCHIVIST.

Sincerely,

Harold J. Bachmann

Harold Bachmann
GEORGE BANTA PUBLISHING COMPANY

HJB:dw

April 20, 1947

Mr. Harold J. Bachmann
George Banta Publishing Co.
Menasha, Wisconsin.

Dear Mr. Bachmann:

Your bill for the 75 reprints furnished Carl Lokke for his article in the October 1946 issue of The American Archivist is being referred to Secretary Cappon. My records show that Dr. Lokke sent me his personal check, made out to the Society of American Archivists, for this work, and that on November 18 I sent it to Dr. Cappon for endorsement. I am requesting Dr. Cappon to adjust this matter with you.

You recently sent me a news item marked "Hold" and entitled "Proposed Policy of Prostitution". I have never seen this before so I assume that it was something that dates back to Professor Pease's editorship. If so, it is probably too old to print and you may kill the type. If it is of later date, please let me know the time you received it.

I still do not have the 125 editor's copies for cutting up for distribution. I assume that they will be coming along soon.

Sincerely,

MANAGING EDITOR


The Collegiate Press

GEORGE BANTA PUBLISHING COMPANY
Manufacturing Publishers

* * *
GENERAL OFFICES AND PLANT
MENASHA, WISCONSIN

April 22, 1947

Miss Margaret C. Norton,
Archives Department,
Illinois State Library,
Springfield, Illinois.

Dear Miss Norton:

Twenty-five copies of the April issue will go forward to you today. I expected to send them earlier but the head of the department has been away for a week, her absence occasioned by a death in the family, and some of the items were held for her attention rather than cared for while she was gone.

Sincerely,

Harold J. Bachmann


GEORGE BANTA PUBLISHING COMPANY

HJB:ge

May 7, 1947

Mr. Harold J. Bachmann
George Banta Publishing Co.
Menasha, Wisconsin.

Dear Mr. Bachmann:

Legislation affecting the Archives Department plus redecorating and remodelling at my home, which latter required me to pack all my belongings into my sleeping porch (including clearing a corner nightly for a cubby hole for sleeping) have conspired to give me an eighteen hour day for the past three weeks. I should have written you that copy for The American Archivist would be delayed, but I hoped from day to day to get it out the next day. I thought I had sorted out everything I would need for editing the July number, but this morning when I started assembling copy I found several necessary letters missing and I fear they are in my desk at home which is barricaded by fresh varnish. That may mean a few more days' delay, so now I will have to say that I will try to get copy to you by next Monday. I apologize for upsetting your work schedule this way, but there has been no help for it.

Sincerely,

MANAGING EDITOR

May 12, 1947

Mr. Harold J. Bachmann
George Banta Publishing Co.
Menasha, Wisconsin.

Dear Mr. Bachmann:

Here at long last is copy for the July number of The American Archivist. I apologize for the delay which though necessary from my point of view, doubtless will be throwing you off schedule.

Please send proof to me also to the following contributors:

Letter Sent to Archivists of Foreign Countries

To Dr. Solon J. Buck
The National Archives
Washington 25, D.C.

The Records of International Meetings

To E. Wilder Spaulding, Acting Chief
Division of Publications
Department of State
Washington, D.C.

The Role of Records in Administration

To Dr. Fritz M. Marx
Bureau of the Budget
Executive Office of the President
Washington, D.C.

From Binkley to Bush

To Dr. Vernon D. Tate
Librarian
Massachusetts Institute of Technology
Cambridge, Mass.

Senate Debate on Public Records

to Joseph F. Vaughan
The National Archives
Washington 25, D.C.

Short Sketch of the Archives of Three Rivers

**To Dr. Raymond Douville
President, Three Rivers Regional Historical Society
Three Rivers, Canada**

A Directory of State Archival Agencies

**To Dr. Lester J. Cappon, Secretary
Society of American Archivists
Box 203
Williamsburg, Virginia**

Archivist's Book Shelf and Reviews of Books to

**Richard G. Wood
600 Lawrence St. ..E. Washington 17. D.C.**

Please make a standing order for twenty-five copies of The American Archivist to be sent to the editor in addition to the ten which I have been receiving. This will increase the number of copies printed to 625 copies.

Sincerely,

MANAGING EDITOR

Miss Bertha E. Josephson
10 Seventeenth Avenue
Columbus 1, Ohio



THIS SIDE OF CARD IS FOR ADDRESS



Mr. Harold J. Bachmann
George Santa Publishing Co.
Menasha Wisconsin

10-17th Ave.
Columbus, Ohio
5-13-47

Dear Mr. Bachmann:

This is to advise you that I found only 64 reprints of my article on Indulgences which appeared in the April American Archivist. I ordered 50 + was told by the editor that I would get 25 gratis - which should total 75. Kindly advise whether the 25 were included?

Yours truly,
Bertram E. Josephson



The Collegiate Press

GEORGE BANTA PUBLISHING COMPANY

Manufacturing Publishers

★ ★ ★

GENERAL OFFICES AND PLANT
MENASHA, WISCONSIN

May 14, 1947

Miss Margaret Norton,
Archives Department,
Illinois State Library,
Springfield, Illinois.

Dear Miss Norton:

The July number which arrived this morning seems to be in fine shape and I have particularly noted the addresses of contributors for proof mailing.

A standing order for twenty-five copies to be sent to you each issue is being entered and the quantity order is being placed at 625 copies. Shall I presume that this will be a standing order unless I hear from you in this regard at the time the proof is returned?

The frontispiece will have to print on enamel stock because of the halftones of the building and when the issue is completed, the photograph and plans will be returned to you for mailing to the contributor.

Don't say anything to anybody, but we'll try to get by with the material on cover two printing on cover three this time. It is definitely illegal for the rulings say that the postal indicia must appear on one of the first five pages of which the two front covers are considered pages one and two. I am not doing anything about your placing this material on the inside back cover for at best the post office department will merely bawl us out and I could write a "I am sorry" letter for you, for I've done it at different times in the past with no bad results.

Cordial good wishes.

Sincerely,

Harold J. Bachmann

Harold Bachmann
GEORGE BANTA PUBLISHING COMPANY

HJB:ge

May 15, 1947

Miss B. E. Josephson,
10-17th Avenue,
Columbus, Ohio.

Dear Miss Josephson:

The sixty-four copies of the reprint of your article on indexing which appeared in the April AMERICAN ARCHIVIST constituted our completion of an order of fifty plus a few overrun copies. The regular twenty-five copies which you receive gratis will be sent to you by the editor.

Very truly yours,

Harold J. Bachmann

GEORGE BANTA PUBLISHING COMPANY

HJB:gs

May 19, 1947

Mr. Harold J. Bachmann
George Banta Publishing Co.
Menasha, Wisconsin.

Dear Mr. Bachmann:

If it is going to get us in bad with the post office to print the statement of ownership, etc. on the 3d page of cover, don't do it but run the ad for the meeting as a filler, preferably just before the New Notes. I don't want to put it on the third cover page because it would kill the emphasis of the paid advertisement on the outside cover. I think several of the articles are going to run out on right hand pages, so we can juggle pages to make this fit in somewhere.

Miss Josephson has by now received the other twenty-five copies of her article. She evidently wrote you before her letter to me asking for an explanation.

The order for the twenty-five copies sent to me and for printing 625 copies of each issue is to be considered a standing order until cancelled.

Sincerely,

Sincerely,

MANAGING EDITOR



The Collegiate Press

GEORGE BANTA PUBLISHING COMPANY
Manufacturing Publishers

★ ★ ★
GENERAL OFFICES AND PLANT
MENASHA, WISCONSIN

May 26, 1947.

Miss Margaret C. Norton,
Archives Department,
Illinois State Library,
Springfield, Illinois.

Dear Miss Norton:

I have changed the position of the two items mentioned in your May 19 letter and I am hopeful that I'll have proofs ready to send from here in a day or two. The issue is working out very nicely.

Permanent instructions for the printing of 625 copies each issue and the sending of 25 to you have been entered.

Sincerely,

Harold J. Bachmann

GEORGE BANTA PUBLISHING COMPANY

HJB'HZ


The Collegiate Press

GEORGE BANTA PUBLISHING COMPANY
Manufacturing Publishers

* * *
GENERAL OFFICES AND PLANT
MENASHA, WISCONSIN

May 27, 1947

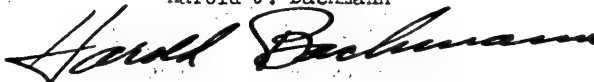
Miss Margaret Norton,
Archives Department,
Illinois State Library,
Springfield, Illinois.

Dear Miss Norton:

We've run into a little difficulty in making up the frontispiece for the ARCHIVIST. The cuts didn't scale down exactly the way you planned them to do. My suggestion would be to butt the two cuts together and bleed the cut off the top of the page. This would work out very nicely or another suggestion would be to run the halftone on one page and back it up with the floor plan on the reverse. Proofs are being mailed ^{tomorrow} and you can no doubt decide when you see the proofs which would be the better matter of handling.

Sincerely,

Harold J. Bachmann



GEORGE BANTA PUBLISHING COMPANY

HJB:ge

**Please OK or OK with corrections
and return at once to:**

**MISS MARGARET C. HORTON
1105 SOUTH SECOND ST.
SPRINGFIELD, ILLINOIS**

CLASS OF SERVICE

This is a full-rate Telegram or Cablegram unless its deferred character is indicated by a suitable symbol above or preceding the address.

WESTERN UNION

AA77

JOSEPH L. EGAN
PRESIDENT

SYMBOLS

DL = Day Letter

NL = Night Letter

LC = Deferred Cable

NLT = Cable Night Letter

Ship Radiogram

The filing time shown in the date line on telegrams and day letters is STANDARD TIME at point of origin. Time of receipt is STANDARD TIME at point of destination.

A.AUA670 SER PD=WUX MENASHA WIS 2 223P

MISS MARGARET NORTON ARCHIVES DEPT=

1947 JUN 2 PM 2 46

ILLINOIS STATE LIBRARY SPRINGFIELD ILL=

TWO CUTS TO BE FURNISHED FOR THE ADVERTISEMENT NOT RECEIVED=
HAROLD BACHMANN.

THE COMPANY WILL APPRECIATE SUGGESTIONS FROM ITS PATRONS CONCERNING ITS SERVICE

CLASS OF SERVICE

This is a full-rate Telegram or Cablegram unless the deferred character is indicated by the suitable symbol above or preceding the address.

WESTERN UNION

JOSEPH L. EGAN
PRESIDENT

1201

SYMBOLS

DL = Day Letter

NLT = Night Letter

902A

NLT = Cable Night Letter

Ship Radiogram

The filing time shown in the date line on telegrams and day letters is STANDARD TIME at point of origin. Time of receipt is STANDARD TIME at point of destination.

NG 7 PD SER=WUX MENASHA WIS JUNE 3 759A

MISS MARGARET NORTON=

ARCHIVES DEPT ILL STATE LIBRARY=

1917 JUN 3 AM 9:04

CUTS FOR ADVERTISEMENT LOCATED PROOFS GO FORWARD TODAY=

HAROLD BACHMANN.

THE COMPANY WILL APPRECIATE SUGGESTIONS FROM ITS PATRONS CONCERNING ITS SERVICE

June 4, 1947

Mr. Harold J. Bachmann
George Santa Publishing Co.
Menasha, Wisconsin.

Dear Mr. Bachmann:

Enclosed is an article which, if you omit the filler entitled "Sea Water and Ink" will give you six pages. If this runs, as it may, some fifty words too many for the page, perhaps the author will make suitable trimming when you send proof to him. Please send proof to

Mr. Donald C. Holmes, Chief
Photoduplication Service
Library and Congress
Washington, D.C.

Do not "kill" copy for the "Sea Water and Ink" article, but hold it for future use.

I am glad you found the cuts for the D & R G W Railroad advertisement. Fortunately I received your second telegram in time to rescue my letter to the advertising agency from the mail.

Sincerely,

MANAGING EDITOR

If issue is to
be total 96 pp
copy is needed
for 4 pp →

289

290

291

292

~~293~~



The Collegiate Press

GEORGE BANTA PUBLISHING COMPANY

Manufacturing Publishers

★ ★ ★
GENERAL OFFICES AND PLANT
MENASHA, WISCONSIN

June 5, 1947

Miss Margaret C. Norton,
Archives Department,
Illinois State Library,
Springfield, Illinois.

Dear Miss Norton:

Additional material for the July issue will be set and proofs will be sent just as soon as we can work the typesetting into our schedule. Manuscript and one proof will go to Mr. Holmes and the remaining proofs and dummy to you.

Sincerely,

Harold J. Bachmann

Harold Bachmann
GEORGE BANTA PUBLISHING COMPANY

HJB:ge

correspond to the chronological order of the acts. They permit the establishment of a means of control for preventing the loss of items, and also suggest the keeping of a register in which might appear the signature of the researcher, the date of his visit to the office, and the kind of documents that he consulted.

The many documents that have been lost, either by lack of methodical interest or by the injuries of time, or, again, because they were

I don't know
what author
means. Nothing
is signed
for him

Perhaps the most characteristic feature of democracy is its insistence that public business be conducted along the lines of public preference and under the eyes of the public. The implications of this principle are manifest in every part of the machinery of representative government—unimpeded public debate of political issues; presentation to the voter of alternative proposals advanced by different parties; free elections held periodically; supremacy of lawmaking vested in popular assemblies; and accountability of the executive branch. Each part, indispensable in forming the whole, serves as a guaranty that the people's common affairs remain its own in a real sense. As a corollary, all phases in the pursuit of public purposes must be illuminated by public knowledge of means and ends.

This is particularly true in securing accountability of the executive branch. In the first place, in order to obtain accountability it is necessary to devise proper channels of legislative inquiry. Some such channels are provided in the hearings of appropriation committees, special investigations undertaken by the lawmaking branch, and additional reporting obligations imposed upon various governmental agencies. Few would contend that these traditional channels are wholly adequate, considering the chief executive's broad responsibility for the program and the operations of the administrative organization as a whole. But it is obvious that without at least a minimum of reasonably well-understood procedures for drawing specific information from governmental officials, the legislature would be unable to hold them accountable for the exercise of their authority.

Author's
conclusion
Not clear to me.
mch.

13
as above
means - make
them one word, not
hyphenated



The Collegiate Press

GEORGE BANTA PUBLISHING COMPANY
Manufacturing Publishers

GENERAL OFFICES AND PLANT
MENASHA, WISCONSIN

June 12, 1947.

Miss Margaret Norton,
Archives Department,
Illinois State Library,
Springfield, Illinois.

Dear Miss Norton:

The corrected proofs have been received and all's well. I am returning a couple of your corrections with explanations. The use of three asterisks indicates a break in thought bigger than a paragraph break but not large enough for a subhead or complete break. These are often used to indicate "time out for thinking" or something of that nature. The other correction merely means to delete the hyphen and make one word of lawmaking.

Sincerely,

Harold J. Bachmann

Harold Bachmann

GEORGE BANTA PUBLISHING COMPANY

HJB:VF

H

MEMORANDUM BILL FOR ALTERATIONS

..June 13..1947.....

..Miss Margaret Norton.....

Your account has been charged the number of hours indicated below for making alterations (not including printer's errors) in

- ☐ Proofs which have been mailed to you
- ☐ Proofs which are returned herewith
- ☐ Proofs which have been corrected for press

The purpose of this notice is to enable you to check the charges at once, and it is suggested that you do so, since a review of the work done may be difficult after a lapse of time.

Name of Job American Archivist July

Job. No. G 5265

Description of proof Dummy

Hours of Machine Time 1.0

Hours of Hand Time 1.0

GEORGE BANTA PUBLISHING COMPANY

By EJB BJJ

June 18, 1947

Mr. Harold J. Bachmann
George Banta Publishing Co.
Menasha, Wisconsin.

Dear Mr. Bachmann:

Under separate cover I am returning proof for Mr. Holmes' article. I have held copy for some days hoping he would return his copy of proof to me and that perhaps he would shorten it a bit. I am doing a bit of shortening by changing some written out figures to numerals, but hesitate to make other changes. I am sorry that I underestimated the amount of space this article would take, for it is throwing our signatures off again, is it not? You do not say whether you want more copy or what you want to do and since both your vacation season at the plant and the publication dates enter into the picture I am not doing anything else at this time. I have some late copy for the News Notes which I was holding for the next issue, about 500 words. I could send this if it would even things out and since most of this is processed material in its present form, we could get by with only the page proof. I will enclose it in this letter, and if you do not need it, please return it. You realize that I am trying to cut down the size of this issue because I am running way over our budget.

Sincerely,

MANAGING EDITOR

P.S. By the way, please don't send packages addressed to me at the State Library Special Delivery because I get them there as fast regular mail. If it comes when the office is closed, the mail man is likely to leave it most anywhere in the building whereas regular mail goes surely to our Shipping Room.



The Collegiate Press

GEORGE BANTA PUBLISHING COMPANY

Manufacturing Publishers

GENERAL OFFICES AND PLANT
MENASHA, WISCONSIN

June 20, 1947

Miss Margaret C. Norton,
Archives Department,
Illinois State Library,
Springfield, Illinois.

Dear Miss Norton:

The corrected proofs of Mr. Holmes' article arrived after page proofs had gone forward to you so I had them returned so that you would have everything in hand and could make the final revisions all at one time. This should not be difficult with all items at hand.

I have made note that we are not to send items special delivery to the library. Actually, this special delivery is not sent from here to give special delivery but we have found that special delivery packages are recorded and can be traced and still get the service accorded to first-class mail. Our records have been changed to indicate that items sent to you are to be sent regular but not special and it will be interesting to have you check on some of these things to see if they take an undue length of time in getting to you. Ordinarily, Springfield should not be more than two days from here, as far as delivery is concerned.

Sincerely,

Harold J. Bachmann

Harold Bachmann
GEORGE BANTA PUBLISHING COMPANY

EJB:ge



The Collegiate Press

GEORGE BANTA PUBLISHING COMPANY

Manufacturing Publishers

★ ★ ★

GENERAL OFFICES AND PLANT
MENASHA, WISCONSIN

June 24, 1947.

Miss Margaret C. Norton,
Archives Department,
Illinois State Library,
Springfield, Illinois.

Dear Miss Norton:

I am acknowledging your letter of June 20 for Harold Bachmann who is enjoying his vacation this week and next.

The corrected page proof for the July number of AMERICAN ARCHIVIST has been received for press. We will encounter no difficulty in paging the articles as you have suggested. The omitted book review will be put with the hold-over material.

While all your instructions seem to be very clear, I have one suggestion to offer. When a correction, omission, or addition is made in the page proof, a note of this fact should correspondingly be made in the Table of Contents page. Usually our proofroom or editorial department will catch such an item, but it is a good policy for the change to come directly from you.

I returned the Holmes article to you in hopes it would reach you before the page proof was returned to us; the two articles must have crossed in the mails however. I expect the Holmes article will be returned to us in the near future so that we will have it in our hands before the issue goes to press so the necessary corrections can be transferred.

Sincerely yours,

Herbert D. Hartung

Herbert Hartung
GEORGE BANTA PUBLISHING COMPANY

HDH:VF

MEMORANDUM BILL FOR ALTERATIONS

..June 24.. 1947.....

..Miss Margaret Norton.....

Your account has been charged the number of hours indicated below for making alterations (not including printer's errors) in

- ☐ Proofs which have been mailed to you
- ☐ Proofs which are returned herewith
- ☐ Proofs which have been corrected for press

The purpose of this notice is to enable you to check the charges at once, and it is suggested that you do so, since a review of the work done may be difficult after a lapse of time.

Name of Job American Archivist .. July

Job. No. G. 5265

Description of proof Pages

.....

.....

Hours of Machine Time 1.7

Hours of Hand Time 1.9

.....

.....

.....

.....

.....

GEORGE BANTA PUBLISHING COMPANY

By EJB BJB



The Collegiate Press

GEORGE BANTA PUBLISHING COMPANY

Manufacturing Publishers

GENERAL OFFICES AND PLANT
MENASHA, WISCONSIN

June 27, 1947

Miss Margaret C. Norton,
1105 S. Second Street,
Springfield, Illinois.

Dear Miss Norton:

Shortly after our phone conversation of the other day, the last form of the AMERICAN ARCHIVIST was put to press and is now completely printed and folded. Ordinarily, we don't go to press with the issues this fast but with the paper situation the way it is, we must make the best of a bad situation and must often alter our press schedules accordingly. It was most fortunate that the paper for the AMERICAN ARCHIVIST was on hand so that we could run it in place of a job for which paper had not been received.

The entire Banta organization will shut down for a vacation from June 28 through July 6. It will be impossible to get at the binding operations before we close, but we will, however, get the issue in the mails shortly after we resume work on the seventh or eighth of July. I thought you might like to see a copy before this time so I gathered the sections myself and will send them under separate cover. This will give you some idea of how the book will look after it is completed. This, of course, does not take the place of the regular advance copy.

The reprint instructions in your letter of June 24 came the morning after I wired you requesting them.

Sincerely yours,

Herbert D. Hartung

Herbert Hartung
GEORGE BANTA PUBLISHING COMPANY

HDH:DW



IN ACCORDANCE with national industrial trends, the George Banta Publishing Company is scheduled to shut down plant and shipping operations from June 30 until the following Monday morning, July 7, to provide a vacation period for employees. The office will be operated, but with a reduced staff, and pressing communications will be answered or acknowledged.

While this type of vacation plan may involve difficulties, as a result of interrupted production, it is felt that it is less upsetting in the long run than a program of staggered vacations spread throughout the summer.

We hope to keep the disturbance of routine to a minimum and shall be grateful for your cooperation.

GEORGE BANTA PUBLISHING COMPANY

July 7. 1947

Mr. Harold J. Bachmann
The George Banta Publishing Co.
Menasha, Wisconsin.

Dear Mr. Bachmann:

Thank you for getting the advance copy of the July number of the American Archivist to me before you closed down for the vacation.

I have just received a notice from the Secretary of the Society of American Archivists stating that he does not need extra copies of the directory of State Archives Departments, so you may kill type on that at once. Dr. Tate informs me that he has already written to you about reprints of his article.

The following change of address has been received:

Christopher Crittenden
633 Maryland Avenue S.W.
Washington 4, D.C.

Change to:

Box 1881
Raleigh, North Carolina

Sincerely.

MANAGING EDITOR



The Collegiate Press

GEORGE BANTA PUBLISHING COMPANY

Manufacturing Publishers

* * *

GENERAL OFFICES AND PLANT
MENASHA, WISCONSIN

July 11, 1947.

Miss Margaret C. Norton,
Archives Department,
Illinois State Library,
Springfield, Illinois.

Dear Miss Norton:

I am mighty glad that the copies of the AMERICAN ARCHIVIST arrived in good time. The issue was put in the mail immediately when the plant reopened and I am sure that everybody must have received their copies by now.

Thanks for your note in regard to the directory of State Archives Departments. I am having this type killed now as no further reprints will be needed.

Incidentally, changes of address should be sent to Dr. Cappon, rather than to me directly. I happen to remember this name and recall that Dr. Cappon did send the change of address to me late in June.

Sincere good wishes.

Cordially,

Harold J. Bachmann

GEORGE BANTA PUBLISHING COMPANY

HJB'HZ

NEW YORK
52 VAN DERBILT AVENUE
MURRAY HILL 9-2215

CHICAGO
43 EAST OHIO STREET
SUPERIOR 6668

The Collegiate Press

GEORGE BANTA PUBLISHING COMPANY

Manufacturing Publishers

GENERAL OFFICES AND PLANT
MENASHA, WISCONSIN

WASHINGTON, D.C.
726 JACKSON PLACE
NATIONAL 1718

CAMBRIDGE, MASSACHUSETTS
KIRKLAND 6180
1400 MASSACHUSETTS AVENUE

July 23, 1946,

Miss Margaret C. Norton,
1105 South Second Street,
Springfield, Illinois.

PROPOSAL FOR PRINTING

We submit the following proposal consisting of physical specifications, description of services to be rendered, prices, terms of payment, and conditions of sale pertaining to

AMERICAN ARCHIVIST

I. SPECIFICATIONS

- | | |
|------------------|--|
| 1. General | The magazine is to be published four times a year. |
| 2. Size | The size of the Journal is to be 6-3/4" x 10". |
| 3. No. of Pages | The number of pages may vary from issue to issue. The price schedules offered herein are based on editions of 48 to 96 pages. |
| 4. No. of Copies | The number of copies may vary from issue to issue, but the following prices are based on an expected edition of approximately 600 copies. |
| 5. Composition | Typesetting will be done in Linotype. Ten-point Old Style Number 7 leaded two-point will be used for the main text. Other type sizes to be chosen in accordance with requirements of the manuscript. |
| 6. Type Page | The type page will be 27 x 45 picas overall, single column. |
| 7. Paper | The paper for the text pages is 41 x 55 - 107 (45-pound basis) White Mountie Eggshell. The cover will be 26 x 40 - 90 Worthy Blue Georgian. |
| 8. Presswork | The printing will be done in forms of 32 pages. The best quality of black book ink will be used. The forms will be accurately lined up and carefully made ready so as to obtain perfect register and even distribution of ink. |
| 9. Binding | Printed sheets will be accurately folded in 32-page signatures or multiples thereof, inserted into covers, and, if issues are 96 pages or less, saddlewired - if 96 pages or more, sidewired. |
| 10. Mailing | We will furnish strong Kraft wrappers imprinted with a proper corner card. Copies will be wrapped and addressed from stencils maintained |

in our plant, sorted, and delivered to the Post Office for mailing under the second-class mailing privilege.

II. SERVICE

11. Proof

Proofs will be carefully read and revised before being submitted. Two sets of galley, of which one will be made in dummy form, and manuscript will be submitted, and two sets of page proof, together with the full galleys, the dummy, and manuscript will be sent.

12. General

We bind ourselves to lend every aid toward making your relationship with us wholly agreeable. Our office will be clear, accurate, and prompt in dealing with your correspondence. A representative of our Chicago Office, Mr. Kenneth Dean, will call on you from time to time to give any extra help needed.

III. PRICES

13. Base Price

On the basis of 600 copies, our charges for stock, presswork, and binding will be as follows:

64 pages & cover -	\$154.17	Additional hundreds -	\$9.04
68 pages & cover - add	16.06	Additional hundreds - add	.83
72 pages & cover - add	24.27	Additional hundreds - add	1.04
80 pages & cover - add	38.36	Additional hundreds - add	1.45
96 pages & cover - add	57.22	Additional hundreds - add	2.20

These prices take care of the standard specifications. Typesetting charges vary according to the kinds and sizes used and will be billed as follows:

10-point text pages at	\$2.50 per page
10-point Foreign at	5.20 per page
10-point semi-tabular at	3.90 per page
8-point text pages at	3.13 per page
Ads, full page, at	4.50 per page
Ads, half page, at	2.50
Ads, quarter page, at	1.50
Standing pages at	1.25 per page

14. Mailing

The cost of wrappers, imprinting of wrappers, wrapping, sorting, zoning, and addressing are included in the base prices listed for the various numbers of pages.

15. Postage

Postage incurred in mailing the magazine will be billed as an extra. The Post Office voucher will be submitted with our invoice in support of this charge.

16. Engravings

We will furnish halftone or line cut engravings at the standard engraving scale of prices less a discount of ten percent.

IV. DURATION OF AGREEMENT

The prices set forth in the proposal are intended for an indefinite period, subject to cancellation by either party upon sixty days' notice in writing and subject to the Conditions of Sale forming a part of this proposal.

CONDITIONS OF SALE

The following conditions of sale are customs of the printing industry. They are intended to cover all points upon which questions may arise and are included in this proposal so that there may be no doubt or misunderstanding concerning them.

1. The agreements expressed herein are made in good faith, but are subject to such limitation as may be imposed by fires, floods, accidents, strikes, failure of ordinary sources of supply for materials, and other causes, unavoidable and beyond our control.

Special agreements unless contained herein, shall not be binding upon us except when subsequently confirmed in writing.

2. This agreement is based upon specifications as precisely enumerated herein and without regard for or dependence upon the manner in which oral or written inquiries may have been made.

3. The prices set forth herein are based upon the present market price of paper and other materials, and are subject to market changes, with due notice of such changes.

4. If a state or federal sales tax should become operative, the prices set forth herein are to be increased by the amount of tax as applied to product or products manufactured under this agreement.

5. If the number of copies finished and delivered falls within ten per cent of the number of copies specified herein (or ordered before the time of going to press) the same will constitute satisfactory and acceptable fulfillment of contract, provided, however, that copies over or under the specified edition be charged for or credited pro rata for paper, press-work, and binding.

6. In case of disputed charges, payment according to the terms of this agreement will be required for those portions of the account which are not involved in adjustment.

7. It is understood that we have the right to retain plates and other material, as well as all of part of the finished work, as security for unpaid claims we may have under this agreement.

8. No specific insurance is carried on manuscript, photos, charts, etcetera. Accordingly, when such objects possess unusual or special value, a declaration thereof must be made when the materials are placed in our hands. Decision will then be made whether our blanket insurance provides adequate protection, or whether special insurance is to be placed on the materials in question during the time they are in our possession. Manuscript accompanied by proof is mailed ordinarily by parcel post insured. As this provides only nominal protection, special values must be declared beforehand so that adequate insurance may be placed on parcels when mailing.

9. Page estimates from manuscript or typescript are carefully made but cannot be guaranteed. Extra charge will be made when the actual number of pages exceeds the estimated number. Conversely, credit will be allowed if the actual number falls short of the estimate. Credits are determined by subtracting the rate for 32 pages from the principal price and then adding charges for the odd signature or signatures.

10. Illegible or obscene manuscripts or manuscripts containing matter which appears to be libelous in character may be rejected by us at any time during process of manufacture.

11. Four sets of galley and three sets of page proof will be supplied. Proofs in excess of the number here specified will be charged as an extra at the rate of one cent per galley and one-half cent per page per set, unless extra proofs are specifically allowed elsewhere in this proposal.

12. Changes made in the material after it has been set will be charged at 3.50 per hour for machine work, and 3.25 per hour for hand work. Alteration charges will be reported as the work is done. Since the nature of the work is such that charges cannot be checked accurately after the lapse of weeks or months, any objection to alteration time must be made within five days. The correction of errors for which the printer is responsible is not chargeable work, and is not billed.

13. Type will not be held after printing unless expressly stated herein, or unless agreement to hold type is reached before the printing is done. Type held in storage is subject to charge, the rates being five cents per page for wrapping and storage for thirty days, and one cent per page per month thereafter.

14. If circumstances of any sort should require that the work be ordered stopped after we have started, the amount to be paid us under this agreement shall be—

(a) Labor cost incurred up to time of receipt of the stop order plus ten per cent, and

(b) Cost of materials (paper, cloth, engravings, etcetera) if any such have been purchased by us and are not returnable for credit. Such materials, when paid for, shall be held by us subject to the purchaser's order. We agree to use reasonable diligence in trying to effect resale of such items as are usable.

15. Any and all controversies arising from claimed breach of this contract shall be settled by arbitration in accordance with the rules of the American Arbitration Association.

16. Insurance—Fire, tornado, and sprinkler risk insurance shall be carried by us on the value of the labor and materials supplied by us during the progress of the work. Finished work carried in storage by us will be covered by blanket insurance policy, and in case of loss or damage, the owner's indemnity shall be the amount recoverable under such policy, unless the owner has instructed us in writing to place specific insurance on the stock in question.

17. If halftone engravings, zinc etchings, or electrotype plates are supplied by you under this agreement, it is understood that the same must be in good condition. Whatever added costs may result from the use of defective furnished plates or cuts are to be added to the prices set forth herein.

18. If paper or other material is supplied by you under this agreement it is understood that whatever added costs may result from defects in the stock itself or faulty packing are to be added to the prices set forth herein.

19. Terms: Net cash, 30 days after date of invoice.

20. This proposal, consisting of pages 1 to 4 inclusive, when accepted by you will become a binding agreement and contract between us, provided your acceptance is confirmed by an officer of George Banta Publishing Company

Accepted, August 22, 1946

Society of American Archivists

By Margaret C. Norton

Editor, The American Archivist

Page 4

GEORGE BANTA PUBLISHING COMPANY

By C. A. Peerenboom, Secretary

August 6, 1947

Mr. Harold J. Bachmann
George Senta Publishing Co.
Menasha, Wisconsin.

Dear Mr. Bachmann:

I had expected to have copy for the October number in your hands before this, but as usual I have been held up by the failure to receive the annual bibliography and the News Notes, the length of which will determine the inclusion or exclusion of other articles. As it necessary to trim my sails closely this time, I feel that I must wait. The material was promised for not later than Monday of this week, but disrupted conditions in The National Archives which had drastic personnel cuts have delayed matters necessarily. I hope to get copy to you the first of the week. I hope this has not too greatly upset your schedule. If it has, we shall just have to wait our turn.

Sincerely,

Managing Editor

August 13, 1947

Mr. Harold J. Bachmann
The George Santa Publishing Co.
Menasha, Wisconsin.

Dear Mr. Bachmann:

Yesterday I sent off copy for the October issue of The American Archivist. There is still one more article to come - the annual Writings on Archives and Manuscripts. The delay this time is due to the confusion at the National Archives. This being one of the smaller governmental agencies, Congress did a disproportionate amount of cutting on the budget, so that fifty of the professional people (I should say that would be at least one in five) have had to be discharged and the rest shifted around to cover the gaps. This bibliography article is now being typed and I expect it daily. I hope this delay hasn't upset your schedule too badly.

I also enclose copy for two more News Notes. I cannot say off-hand where they should go in the News Notes, but I can arrange that when I get galley proof.

Galley proof for their articles should be sent to the following:

The Llaverias article to:
Dr. Roscoe R. Hill
4500 47th St. N.W.
Washington, D.C.

The Sampling of records article to:
Mr. Carl J. Kulsrud
The National Archives
Washington, 25, D.C.

The Guides to Records of World War II to:
Dr. Philip M. Hamer
The National Archives
Washington 25, D.C.

Have Your Seen? and the Book Reviews to:
Dr. Richard G. Wood
600 Lawrence St., N.E.
Washington 17, D.C.

Sincerely,

Managing Editor



The Collegiate Press

GEORGE BANTA PUBLISHING COMPANY
Manufacturing Publishers

★ ★ ★
GENERAL OFFICES AND PLANT
MENASHA, WISCONSIN

August 20, 1947

Miss Margaret C. Norton,
Archives Department,
Illinois State Library,
Springfield, Illinois.

Dear Miss Norton:

Copy for the October number of the ARCHIVIST has been received and everything is in the usual fine order. I have carefully noted the addresses for sending galley proofs. I expect the proofs will be ready shortly after the first of September.

Dr. Cappon dropped in to see us one day last week but unfortunately it was after the offices had closed and although one of the men who talked with him gave him my hotel phone number, he didn't get in touch with me. I am sorry not to have been able to meet him for I know he would have been interested in going through the plant and seeing where the ARCHIVIST grows.

Sincerely,

Harold J. Bachmann

Harold Bachmann
GEORGE BANTA PUBLISHING COMPANY

HJB:ge

August 21, 1947

Mr. Harold J. Bachmann
George Banta Publishing Company
Menasha, Wisconsin.

Dear Mr. Bachmann:

Please send proof and all other packages in the future to the Archives Department of the Illinois State Library. as I no longer have anyone at home during the day time to receive packages. Letters may be sent either to my home address or to the office; I get them, surprisingly enough, a little faster at home than at the office.

I note that I can expect proofs some time after the first of September.

Sincerely,

Managing Editor



The Collegiate Press

GEORGE BANTA PUBLISHING COMPANY
Manufacturing Publishers

GENERAL OFFICES AND PLANT
MENASHA, WISCONSIN

August 25, 1947.

Miss Margaret C. Norton,
Archives Department,
Illinois State Library,
Springfield, Illinois.

Dear Miss Norton:

Changes have been made in our records so that in the future all items, both packages and regular mail, will be sent to you at the Archives Department at the Illinois State Library. Having but one rather than two addresses is much less confusing for us also.

Cordial good wishes.

Sincerely,

Harold J. Bachmann

Harold Bachmann
GEORGE BANTA PUBLISHING COMPANY

HJB:VF



The Collegiate Press

GEORGE BANTA PUBLISHING COMPANY
Manufacturing Publishers

GENERAL OFFICES AND PLANT
MENASHA, WISCONSIN

September 18, 1947

514 Civic Opera Building,
20 North Wacker Drive,
Chicago 6, Illinois.

Miss Margaret C. Norton
Archives Department
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

Though I have not had the pleasure of making your acquaintance and about a year ago Harold Bachmann cleared with you concerning the contract for printing The AMERICAN ARCHIVIST, I am planning a trip for the near future during which I hope to be able to arrange to see you in Springfield to discuss a contract revision we are extremely sorry is going to be necessary. The regrettable fact exists that printing costs have been advancing steadily since the present contract dated July 23, 1946, was drawn, and we are, therefore, finding it necessary to work through all of our magazine accounts to put our prices in line with current costs.

It has not been the policy of our company to make blanket increases in setting prices for our magazine business. We consider each case in the light of its own specific cost record, and since these have to be averaged over several issues in order to get a true picture there is a vast amount of work involved. Many increases in cost to us have already occurred, so we hope you will understand that new prices will have to become effective without too much advance notice such as we would prefer to give and always have been able to give in more normal times.

We hope to have our figures worked out for The AMERICAN ARCHIVIST very shortly, and you will be hearing further from us in due time.

Sincerely,

Kenneth W. Dean

GEORGE BANTA PUBLISHING COMPANY
Chicago Office

KND:jm

September 22, 1947

Mr. Harold J. Bachmann
The George Banta Publishing Company
Menasha, Wisconsin.

Dear Mr. Bachmann:

Enclosed is the galley proof for the October issue of The American Archivist. I am sorry to have been so slow with it, but personal affairs had to take precedence this time. I expect to be able to return page proof very promptly, so perhaps the issue won't be too late this time.

Please send proof on the Writings on Archives and Manuscripts also to Dr. Karl L. Trever, The National Archives, Washington 25, D.C. We shall have to get by with only the proofing of page proof, but we got by with it last year and I guess can this time also.

Mr. Dean of your Chicago office writes me that he will come to Springfield to take up matters relating to the new contract.

Sincerely,

MARGARET C. NORTON
Managing Editor
The American Archivist

September 22, 1947

Mr. Kenneth W. Dean
George Banta Publishing Company
514 Civic Opera Building
20 North Wacker Drive
Chicago 6, Illinois.

Dear Mr. Dean:

October 6 to 20 inclusive I shall be out of the office but would be able to see you almost any other time to discuss the new contract for printing The American Archivist. We are quite aware of the difficulties that are besetting publishers, particularly as regards price increases, and I feel, for one, that the George Banta Publishing Company has been extremely fair with us. Unfortunately the Council of the Society of American Archivists set up our budget for the next year last month and probably have not allowed enough to meet your proposed increases. Such being the case, you understand that the members may have to be polled separately before I can actually sign the new contract, which may cause a little delay.

We are going to have to sell advertising space to meet the additional expenses and so far have not received any encouragement about the possibilities for a periodical with such a small circulation. Perhaps you will have some suggestions for us when you come.

Sincerely,

MARGARET C. NORTON
Managing Editor
The American Archivist



The Collegiate Press

GEORGE BANTA PUBLISHING COMPANY
Manufacturing Publishers

GENERAL OFFICES AND PLANT
MENASHA, WISCONSIN

September 25, 1947.

Miss Margaret C. Norton,
Illinois State Library,
Springfield, Illinois.

Dear Miss Norton:

Corrected galley proofs for the October issue, which have been received, will be handled so that proof on the Writing on Archives and Manuscripts can be sent to Karl Trever in Washington. Other sets will go to you also for checking.

I am mighty glad that Ken Dean is going to have a chance to visit you at the Library. I believe that you and I have covered most of the questions in regard to procedures, etc. but, if there are any which you have not asked about, he can surely give his assistance.

Sincerely,

Harold J. Bachmann

Harold Bachmann
GEORGE BANTA PUBLISHING COMPANY

HJB:hk

MEMORANDUM BILL FOR ALTERATIONS

... Sent 30 thru Oct. 3, 1947

Miss Margaret C Norton.....

Your account has been charged the number of hours indicated below for making alterations (not including printer's errors) in

- ☐ Proofs which have been mailed to you
- ☐ Proofs which are returned herewith
- ☐ Proofs which have been corrected for press

The purpose of this notice is to enable you to check the charges at once, and it is suggested that you do so, since a review of the work done may be difficult after a lapse of time.

Name of Job American Archivist October.....

Job No. G 6285.....

Description of proof Dummy 321 thru 416.....

Hours of Machine Time 2.2.....

Hours of Hand Time 1.0.....

GEORGE BANTA PUBLISHING COMPANY

By EJB BJJ.....

October 6, 1947

Mr. Harold J. Bachmann
George Banta Publishing Company
Menasha, Wisconsin

Dear Mr. Bachmann:

Enclosed please find a list of the cancellations, changes, and additions for the mailing list for the October 1947 issue of THE AMERICAN ARCHIVIST. Please send me two sets of cards for the changes and additions. Please also send me six copies of the revised mailing list for October.

CANCELLATIONS

District of Columbia	Joel D. Buckwald 103 Kennedy St., N.W. Washington, D. C.
Georgia	David L. Darden 3037 Wrightsboro Road Augusta, Georgia
Louisiana	Edwin A. Davis Dept. of Archives Louisiana State Univ. University, La.
Massachusetts	Harland S. Moss Dist. Records Mgt. Office Hdqs. First Naval Dist. 495 Summer St., Navy Bldg. Boston, 10, Mass.
Minnesota	Grace Lee Nute Minnesota Historical Society St. Paul 1, Minn.
New York	Richard B. Morris College of the City of New York Convent and 139th St. New York, N.Y.
South Carolina	Lt. Maxcy R. Dickson, USNR Marion, S. Car.
Virginia	Leo L. Gerald 5123 N. 27th Road Arlington, Va.
Washington	Charles K. Gates University of Washington Seattle, Wash.

CHANGES

	<u>From</u>	<u>To</u>
Colorado	Celeste Albright Colorado State Archives State Museum Bldg. Denver, Colo.	Celeste Albright 17 Kuhlman Court Columbia, Mo.
District of Columbia	Vergil L. Bedsole Box 376 Benjamin Franklin Sta. Washington 4, D. C.	Vergil L. Bedsole Dept. of Archives Louisiana State University University Station Baton Rouge 3, La.
	Harry L. Coles, Jr. 4643 Hillside Road, S.E. Washington 9, D.C.	Harry L. Coles, Jr. 3449 17th St., N.W. Washington 10, D. C.
	Dr. Forrest L. Foor 3417 A St., S.E. Washington 19, D. C.	XXXXXXXXXXXX Dr. Forrest L. Foor Warrensburg, Mo.
	Miss Marguerita McDonald Apt. 210 No. 1 Hawaii Ave., N.E. Washington 11, D. C.	Miss Marguerita McDonald 3321 16th St., N.W. Washington 10, D. C.
	Mrs. Ruth K. Nuernberger Apt. B 212 2715 29th St., S.E. Washington 20, D. C.	Mrs. Ruth K. Nuernberger Apt. B-215 2713 29th St., S.E. Washington 20, D. C.
	Miss Lucy E. Weidman 211 Delaware Ave., S.W. Apt. 42 Washington 4, D. C.	Miss Lucy E. Weidman 1929 Biltmore St., N.W. Washington 9, D. C.
Maryland	William D. Hoyt, Jr. Maryland Historical Society 201 West Monument St. Baltimore, Md.	William D. Hoyt, Jr. Dept. of History Loyola College 4501 N. Charles St. Baltimore 10, Md.
	Thornton W. Mitchell 7966 West Beach Drive Takoma Park 12, Md.	Thornton W. Mitchell Naval Records Management Center San Bruno, California
New Jersey	Dorothy F. Lucas 332 West State St. Trenton 8, N.J.	Dorothy F. Lucas 920 Riverside Ave. Trenton 8, N. J.
New York	Miss Eunice Whyte 249 W. 102nd St. New York 25, N.Y.	Miss Eunice Whyte The Westchester Apts. (110A) Washington 16, D. C.

CHANGES (Continued)

	From	To
New York	Dr. Dwight H. Wilson D/Director of Archives Allied Force Records Admin. APO 794, Cr. PM New York, N.Y.	Dr. Dwight H. Wilson 1918 13th St., N.W. Washington 9, D. C.
	Netherlands Government East Indies Cr. G.E. Stechert and Co. 31 E. 10th St. New York 3, N.Y.	Central Depository Library Royal Netherlands Indies Scien Society Koningsplein Zuid 11 Batavia C, Netherlands East Indies
North Carolina	D. L. Corbitt North Carolina Historical Commission Raleigh, N. Car.	D. L. Corbitt North Carolina Department of Archives and History Raleigh, N. Car.
North Dakota	Mrs. Florence H. Davis Bismarck, N. Dak.	Mrs. Florence H. Davis 518 6th St., Bismarck, N. Dak.
Ohio	Sister Mary Celestine, R.S.M. Sisters of Mercy 1409 Freeman Ave. Cincinnati 14, Ohio	Sister Mary Celestine, R.S.M. Mother of Mercy Academy 3036 Work Road Cincinnati 11, Ohio
	James N. Young 342 N. Firestone Blvd. Akron, Ohio	James N. Young 110 Corson Ave. Akron 2, Ohio
Pennsylvania	Free Library of Philadelphia Logan Square Philadelphia, Pa.	Free Library of Philadelphia Periodical Dept. Middle City West District Philadelphia 3, Pa.
Foreign	Division of City Libraries City Hall Manila, P. I.	Superintendent City Libraries (47-262) City Hall, Manila Republic of the Philippines
	Mr. G. C. Kitching Cr. Secretariat Lusaka, Northern Rhodesia	Mr. G. C. Kitching Lysvold Chislehurst Kent, England

ADDITIONS

Colorado	Miss Mary E. Hoyt 29 Mines Park Golden, Colorado
	Western State College Library Gunnison, Colorado

(Inst.)

ADDITIONS (Continued)

Delaware	Miss Margaret L. Kane 9012 du Pond Building Wilmington, Delaware	
District of Columbia	Gaston L. Litton The National Archives Washington 25, D. C.	Mr. Frank P. Wilson The National Archives Washington 25, D. C.
Florida	Mrs. Harriett C. Skofield University of Florida Gainesville, Fla.	University of Florida Tallahassee, Fla. (Inst.)
Illinois	Theodore J. Cassady Illinois State Library Springfield, Ill.	Emma M. Scheffler 1124 South First St. Springfield, Ill.
Maryland	Sherrod F. East P.O. Box 243 Greenbelt, Md.	XXXXXXXX Roger Thomas Box 131 Annapolis, Md.
Minnesota	Dr. Carlton C. Qualey XXXXXX Minnesota Historical Society XXXXXX St. Paul, 1, Minn. XXXXXX Northfield, Minn.	
Missouri	James Anderson 446 West 62nd St. Kansas City, Mo.	
New York	Irving P. Schiller 185 Rocklyn Avenue Lynbrook, L.I., N.Y.	
Utah	Utah Historical Society Salt Lake City, Utah	(Inst.)
Washington	Washington State Library Temple of Justice Olympia, Wash.	(Inst.)
West Virginia	Miss Miriam Woods 1588 Jackson St. Charleston, W. Va.	
Foreign	Rolando Dorcas Berry Dolores (B), Argentina Printed Paper Office House of Lords London, S.W. 1, England Maude Jones Public Archives of Hawaii Iolani Palace Grounds Honolulu 2, T. H.	

ADDITIONS (Continued)

Foreign

Dr. Ambrosio Perera
Esperanza A Carridad No. 62
Caracas, Venezuela

Luis Gonzalo Patrizi
San Bernadino Av. Avila Qta. "Maruja"
Caracas, Venezuela

Sincerely yours

Lester J. Cappon
Secretary

October 9, 1947

Mr. Harold J. Bachmann
George Banta Publishing Company
Menasha, Wisconsin

Dear Mr. Bachmann:

Please add the following names to the mailing
list for the October 1947 issue of THE AMERICAN ARCHIVIST:

ADDITIONS

Massachusetts

Mr. Leo Flaherty
25 Burnside Street
Medford 55, Mass.

Foreign

Mario Lopez Feliú
Archivo Nacional de Cuba
La Habana, Cuba

Juan Carlos Gomez Haedo
Montevideo, Uruguay

Dr. Fermín Peraza
P.O. Box (Apartado) 572
Habana, Cuba

Archivo General de la Nacion
Montevideo, Uruguay

(Inst.)

Sincerely yours

Lester J. Cappon
Secretary



The Collegiate Press

GEORGE BANTA PUBLISHING COMPANY

Manufacturing Publishers

GENERAL OFFICES AND PLANT
MENASHA, WISCONSIN

October 15, 1947

514 Civic Opera Building,
20 North Wacker Drive,
Chicago 6, Illinois.

Miss Margaret C. Norton
Archives Department
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

In accordance with our meeting in your office September 25 we have prepared the new contract for printing *The AMERICAN ARCHIVIST* to become effective with the October, 1947, issue. It is enclosed in duplicate.

As a part of this presentation you will find a specimen invoice applied to the July number to show the operation of new rates. It should be noted that our last contract dated July 23, 1946, specified 45-pound basis White Mountie Eggshell for body paper whereas we can now furnish the heavier 50-pound basis of pre-war standards. We have consequently specified the 50-pound and figured cost of same at present prices so that it won't be necessary to show a surcharge unless or until paper prices may advance again.

We hope this presentation will be found in good order and that we may have a signed copy for our files in due time. It wouldn't be so hard to come to our good customers each year for adjustment of prices, as we seem to be compelled to do in recent years, if when doing so we knew no further adjustments would be necessary. Paper prices are still unpredictable and goodness knows when labor costs will level off or take a downward trend, but you can be sure we are making every effort to control costs and are trying desperately to improve materials, service, and quality.

Sincerely yours,

Kenneth W. Dean

Kenneth W. Dean
GEORGE BANTA PUBLISHING COMPANY
Chicago Office

KWD:jm
Encs.



The Collegiate Press

NEW YORK
52 VANDERBILT AVENUE
MURRAY HILL 9-2115

GEORGE BANTA PUBLISHING COMPANY

Manufacturing Publishers

GENERAL OFFICES AND PLANT
MENASHA, WISCONSIN

October 15, 1947

WASHINGTON, D.C.
716 JACKSON PLACE
NATIONAL 1718

CAMBRIDGE, MASSACHUSETTS
KIRKLAND 6180
1400 MASSACHUSETTS AVENUE

Miss Margaret C. Norton
Archives Department
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

PROPOSAL FOR PRINTING

We submit the following proposal consisting of physical specifications, description of services to be rendered, prices, terms of payment, and conditions of sale pertaining to
The AMERICAN ARCHIVIST

I. SPECIFICATIONS

General	The AMERICAN ARCHIVIST is to be published four times a year in January, April, July, and October. This proposal supersedes all previous contracts and agreements. It is based on the format of Volume X, copies of which have been taken as models in determining the following.
Size	The size of AMERICAN ARCHIVIST will be 6-3/4" x 10" trimmed flush.
Number of Pages	The number of pages may vary from issue to issue, but we have taken 64 pages and cover as the base number of pages and show rates for additional pages.
Number of Copies	The number of copies may vary, but we have taken 600 copies as the base quantity and show rates for additional copies.
Type Page	The type page size will be 27 x 45 picas overall, including runningheads, single column makeup.
Composition	Typesetting will be Linotype Old Style No. 7 in 11, 10, 8, and 6-point, adhering to general form and makeup of Volume X.
Paper	The paper for text pages will be 41 x 55 - 119 (50-pound basis) White Minnabago Eggshell. The cover stock will be 26 x 40 - 90 (45-pound cover basis) Tropic Blue North Georgia. Enamel inserts, when required, will be printed on 70-pound basis White Woodbine Folding Enamel or equivalent.

8. Presswork Text pages will be carefully made ready and printed in one color - black - using best grade black book ink.
- Covers will be printed in dark blue ink on all pages and backbones.
9. Binding Printed sheets will be accurately folded and inserted into covers, saddle-wire stitched, and trimmed flush to size.
10. Mailing Completed copies will be wrapped in properly imprinted kraft mailing wrappers addressed from your Elliott mailing list stencils maintained by us, and mailed from the Post Office at Menasha, Wisconsin, under your Second Class entry.
11. Surplus Copies Surplus copies will continue to be stored as previously or shipped as you direct. We will be glad to handle subsequent mailings for no charge other than postage involved.
12. Reprints We will continue to furnish reprints as has been customary.

II. SERVICE

13. Proof The proof will be carefully read and revised before being submitted in accordance with established procedure.
14. Editorial We maintain and offer for the assistance of our clients a layout and editorial department which assumes responsibility for marking the manuscript to indicate points of style, sizes of type, arrangement of headings, and so on in accordance with established format. This department will likewise take care of proper and economical reproduction of illustrated material.
15. Mailing Your Elliott mailing list stencils will continue to be maintained by us as has been customary.
- Additions to the list should be prepared in typewritten form, and after new stencils are cut they will be properly inserted and proofs furnished as heretofore.

III. PRICES

- The following paragraphs set forth in detail the charges which will be made for printing The AMERICAN ARCHIVIST. It is understood that matters which may necessitate extra charges, if not covered specifically in this proposal will be referred to you before expense is incurred.
16. Base Prices Based upon specifications set forth herein, our prices for paper, printing, binding, mailing wrappers, and mailing will be:
- 600 copies, 64 pages and cover - \$181.18. Additional hundreds - \$11.33.

17. Additional Pages

Since the number of pages per issue may vary from the basic 64, additional or less pages will be charged or credited at the following scale:

600 copies, additional 4-pages - \$15.91. Additional hundreds - \$.97.
 600 copies, additional 8-pages - 30.18. Additional hundreds - 1.45.
 600 copies, additional 16-pages - 48.44. Additional hundreds - 2.01.
 600 copies, additional 32-pages - 65.87. Additional hundreds - 3.07.

18. Typesetting Rates

Inasmuch as the cost of typesetting and makeup are not included in base prices given above, our rates for typesetting will be charged additional according to the following scale:

11-point text at	\$ 2.74 per page
11-point semi-tabular at	4.41 per page
10-point text at	2.99 per page
10-point outline at	3.71 per page
10-point bibliography at	3.89 per page
10-point semi-tabular at	4.79 per page
10-point foreign at	6.58 per page
8-point text at	3.78 per page
8-point outline at	4.66 per page
8-point bibliography at	4.88 per page
8-point semi-tabular at	5.97 per page
8-point tabular at	8.16 per page
6-point text at	5.96 per page
6-point tabular at	12.53 per page
Full page ads or display at	5.00 per page
Half page ads or display at	3.00 each
Quarter page ads or display at	2.00 each
Standing or repeat pages or full page plates	1.50 per page

Semi-tabular material consists of tables of words or figures containing three columns or more and made up without rules. Tabular material consists of ruled tables.

It is our practice to measure the actual type in each issue to the nearest tenth of a page unit and pro-rate typesetting charges accordingly, thus assuring you of not paying for typesetting for blank or partially blank pages.

19. Insert

A 1-page enamel insert, printed on one or two sides and tipped in, will cost \$16.79 for 600 copies, with additional hundreds at \$1.45.

20. Engravings

We will furnish halftone or line cut engravings at the standard engraver's scale less a discount of 10 percent.

21. Artwork

Any artwork required will be charged extra at \$5.00 per hour.

22. Stencils

Our charge for corrections or additions to your Elliott stencil list will be 4¢ per stencil.

23. Postage

Postage incurred in mailing the magazine will be billed as an extra. A post office voucher will be submitted with our invoice in support of this charge.

Reprints

We shall continue to furnish reprints as has been customary at the following scale:

Pages: 1 - 4 5 - 8 9 - 12 13 - 16 17 - 20 21 - 24 25 - 28 29 -

Copies

25	\$ 3.11	\$ 5.09	\$ 7.94	\$ 7.94	\$10.55	\$11.91	\$13.64	\$14.4
50	3.45	5.52	8.63	8.97	11.73	13.46	15.53	16.5
75	3.80	6.04	9.32	10.01	12.94	15.01	17.42	18.6
100	4.14	6.56	10.01	11.04	14.15	16.56	19.32	20.7
150	4.83	7.59	11.39	13.11	16.56	19.67	23.12	24.8
200	5.52	8.63	12.77	15.18	18.98	22.77	26.91	28.9
250	6.21	9.66	14.15	17.25	21.39	25.88	30.71	33.1

AAA's

100s	1.38	2.07	2.76	4.14	4.83	6.21	7.59	9.2
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IV. GUARANTEE

We guarantee you careful, intelligent, service and wholly acceptable workmanship.

V. AMENDMENT

This proposal is subject to such limitations and restrictions in the obtaining or matching of materials and in the development of production schedules or maintenance of prices as may be imposed upon us by prevailing conditions. It is understood that advance notice of changes in the price of materials cannot generally be given since we ourselves do not receive such notice from our suppliers.

VI. DURATION OF AGREEMENT

Prices set forth herein are intended to cover issues of The AMERICAN ARCHIVIST effective with the October, 1947, number, and to extend indefinitely thereafter.

CONDITIONS OF SALE

The following conditions of sale are customs of the printing industry. They are intended to cover all points upon which questions may arise and are included in this proposal so that there may be no doubt or misunderstanding concerning them.

1. The agreements expressed herein are made in good faith, but are subject to such limitation as may be imposed by fires, floods, accidents, strikes, failure of ordinary sources of supply for materials, and other causes, unavoidable and beyond our control.

Special agreements unless contained herein, shall not be binding upon us except when subsequently confirmed in writing.

2. This agreement is based upon specifications as precisely enumerated herein and without regard for or dependence upon the manner in which oral or written inquiries may have been made.

3. The prices set forth herein are based upon the present market price of paper and other materials, and are subject to market changes.

~~It is understood that the prices set forth herein are subject to market changes.~~ See Amendment Page 4.

4. If a state or federal sales tax should become operative, the prices set forth herein are to be increased by the amount of tax as applied to product or products manufactured under this agreement.

5. If the number of copies finished and delivered falls within ten per cent of the number of copies specified herein (or ordered before the time of going to press) the same will constitute satisfactory and acceptable fulfillment of contract, provided, however, that copies over or under the specified edition be charged for or credited pro rata for paper, presswork, and binding.

6. In case of disputed charges, payment according to the terms of this agreement will be required for those portions of the account which are not involved in adjustment.

7. It is understood that we have the right to retain plates and other material, as well as all or part of the finished work, as security for unpaid claims we may have under this agreement.

8. No specific insurance is carried on manuscript, photos, charts, etcetera. Accordingly, when such objects possess unusual or special value, a declaration thereof must be made when the materials are placed in our hands. Decision will then be made whether our blanket insurance provides adequate protection, or whether special insurance is to be placed on the materials in question during the time they are in our possession. Manuscript accompanied by proof is mailed ordinarily by parcel post insured. As this provides only nominal protection, special values must be declared beforehand so that adequate insurance may be placed on parcels when mailing.

9. Page estimates from manuscript or typescript are carefully made but cannot be guaranteed. Extra charge will be made when the actual number of pages exceeds the estimated number. Conversely, credit will be allowed if the actual number falls short of the estimate. Credits are determined by subtracting the rate for 32 pages from the principal price and then adding charges for the odd signature or signatures.

10. Illegible or obscene manuscripts or manuscripts containing matter which appears to be libelous in character may be rejected by us at any time during process of manufacture.

11. Four sets of galley and three sets of page proof will be supplied. Proofs in excess of the number here specified will be charged as an extra at the rate of one cent per galley and one-half cent per page per set, unless extra proofs are specifically allowed elsewhere in this proposal.

12. Changes made in the material after it has been set will be charged at \$3.75 per hour for machine work, and \$5.75 per hour for hand work. Alteration charges will be reported as the work is done. Since the nature of the work is such that charges cannot be checked accurately after the lapse of weeks or months, any objection to alteration time must be made within five days. The correction of errors for which the printer is responsible is not chargeable work, and is not billed.

13. Type will not be held after printing unless expressly stated herein, or unless agreement to hold type is reached before the printing is done. Type held in storage is subject to charge, the rates being five cents per page for wrapping and storage for thirty days, and one cent per page per month thereafter.

14. If circumstances of any sort should require that the work be ordered stopped after we have started, the amount to be paid us under this agreement shall be—

(a) Labor cost incurred up to time of receipt of the stop order plus ten per cent, and

(b) Cost of materials (paper, cloth, engravings, etcetera) if any such have been purchased by us and are not returnable for credit. Such materials, when paid for, shall be held by us subject to the purchaser's order. We agree to use reasonable diligence in trying to effect resale of such items as are usable.

15. Any and all controversies arising from claimed breach of this contract shall be settled by arbitration in accordance with the rules of the American Arbitration Association.

16. Insurance—Fire, tornado, and sprinkler risk insurance shall be carried by us on the value of the labor and materials supplied by us during the progress of the work. Finished work carried in storage by us will be covered by blanket insurance policy, and in case of loss or damage, the owner's indemnity shall be the amount recoverable under such policy, unless the owner has instructed us in writing to place specific insurance on the stock in question.

17. If halftone engravings, zinc etchings, or electrotype plates are supplied by you under this agreement, it is understood that the same must be in good condition. Whatever added costs may result from the use of defective furnished plates or cuts are to be added to the prices set forth herein.

18. If paper or other material is supplied by you under this agreement it is understood that whatever added costs may result from defects in the stock itself or faulty packing are to be added to the prices set forth herein.

19. Terms: Net cash, 30 days after date of invoice.

20. This proposal, consisting of pages 1 to 5 inclusive, when accepted by you will become a binding agreement and contract between us, provided your acceptance is confirmed by an officer of George Banta Publishing Company

Accepted, Oct. 23, 1947.

By Margaret C. Norton
Managing Editor

GEORGE BANTA PUBLISHING COMPANY

By Kenneth W. Dean
Kenneth W. Dean - Chicago Office



The Collegiate Press

GEORGE BANTA PUBLISHING COMPANY

Manufacturing Publishers

GENERAL OFFICES AND PLANT • MENASHA, WISCONSIN

SPECIMEN INVOICE

The AMERICAN ARCHIVIST

JULY, 1947
626 COPIES

96 PAGES AND COVER PLUS
2-PAGE EMAMEL INSERT

BASE PRICE:

600 copies, 64 pages and cover	\$ 181.18
600 copies 32-page form	65.87
25 additional copies, 96 pages and cover at	\$14.40
	3.60

COMPOSITION:

41.9 pages 11-point at	2.74	114.81
35.2 pages 10-point at	2.99	105.25
1.6 pages 10-point bibliography at	3.89	6.23
3.4 pages 8-point at	3.78	12.85
7.5 pages 6-point tabular at	12.52	93.90
1.0 full page ad at	5.00	5.00
4.0 pages standing and cuts at	1.50	6.00
2.6 pages display at	5.00	13.00
4.8 pages blank		

ALTERATIONS:

Machines - 2.7 hours at	3.75	10.13
Hand - 2.9 hours at	3.75	10.88

KILLED TYPE:

2.60

ENGRAVINGS:

13.30

STENCILS: 47 at

1.04 1.68

626 COPIES 2-PAGE EMAMEL INSERT:

17.15

\$ 663.63

ACTUAL BILLING: \$ 576.72


The Collegiate Press

GEORGE BANTA PUBLISHING COMPANY
Manufacturing Publishers

GENERAL OFFICES AND PLANT
MENASHA, WISCONSIN

October 21, 1947.

Miss Margaret C. Norton,
Archives Department,
Illinois State Library,
Springfield, Illinois.

Dear Miss Norton:

Corrected proofs for the ARCHIVIST have been received and everything is in fine order. The proofs seem to need no special comment.

Ken Dean was here for a few days and told me of his delightful visit with you. He told me at length of your charming office and his descriptions were very interesting. I am a trifle susceptible to antique desks, just having refinished a black walnut, two-sided desk that was purchased from an old hotel here in 1870 and which was there for heaven only knows how many years before that. That is one of the pieces in my "archives" of which I am very fond.

Cordial good wishes.

Sincerely,

Harold J. Bachmann


GEORGE BANTA PUBLISHING COMPANY

HJB:VF

MEMORANDUM BILL FOR ALTERATIONS

Oct. 28, 1947

Miss Margaret G. Norton

Your account has been charged the number of hours indicated below for making alterations (not including printer's errors) in

- ☐ Proofs which have been mailed to you
- ☐ Proofs which are returned herewith
- ☐ Proofs which have been corrected for press

The purpose of this notice is to enable you to check the charges at once, and it is suggested that you do so, since a review of the work done may be difficult after a lapse of time.

Name of Job American Archivist October Issue

Job. No. G. 6285

Description of proof Pages 327 thru 416

Hours of Machine Time 3.5

Hours of Hand Time 2.6

GEORGE BANTA PUBLISHING COMPANY

By HFE SJL


The Collegiate Press

GEORGE BANTA PUBLISHING COMPANY

Manufacturing Publishers

★ ★ ★
GENERAL OFFICES AND PLANT
MENASHA, WISCONSIN

October 24, 1947.

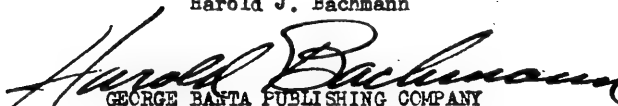
Miss Margaret Norton,
Archives Department,
Illinois State Library,
Springfield, Illinois.

Dear Miss Norton:

No reprint orders were received for the
current number of the *AMERICAN ARCHIVIST*. I presumed,
therefore, that no orders had been received in your
office and proceeded with killing the type.

Sincerely yours,

Harold J. Bachmann


GEORGE BANTA PUBLISHING COMPANY

HJB:TF

October 25, 1947

Mr. Harold J. Bachmann
George Banta Publishing Company
Menasha, Wisconsin.

Dear Mr. Bachmann:

Here at long last is my signature to the new contract. We all understand the difficulties you face in the matter of unpredictable prices, and I am sure the Council will go along with us in necessary readjustments. We shall probably have to get advertising to balance our budget, and the Council is trying to dump that in my lap. I insist that the responsibility of financing the magazine, not having been mentioned to me at the time I undertook the editorship, remains with the Council and since I do not receive one penny for my work I rather have the whip hand there. However, that is a matter for decision within the Society of American Archivists, and I am sure you will get your money anyhow.

I am not at all proud of the October issue. My mother had died a week before it went to press; when galley proof came my house was torn up with remodeling (it still is); when page proof came I was ill myself. I finally bundled it up and sent it back before I had finished with my work on the last part, because was being taken to the hospital. I am out again, still somewhat the worse for the wear, and ready to work this week-end on the January issue which should go to press the first of the month. So far I have only received four reviews and none of the Proceedings of the annual meeting. We have another News Editor now and that may also slow up matters a bit. I am hoping I can get the January number off to you shortly after the first of the month, but that does not look too promising right now.

Acknowledgment is also made of divers correspondence and review material forwarded by you.

It was a great disappointment to me that I was tied up with an official guest the day your Mr. Dean came and that I had only a few moments with him. I trust he will return soon.

Sincerely,

Managing Editor



The Collegiate Press

GEORGE BANTA PUBLISHING COMPANY

Manufacturing Publishers

OCTOBER 27, 1947

Job No. **G-6385**Customer's
Order No.GENERAL OFFICES AND PLANT
MENASHA, WISCONSINSOCIETY OF AMERICAN ARCHIVISTS
ARCHIVES DEPT.
ILLINOIS STATE LIBRARY
SPRINGFIELD, ILLINOIS

Terms: Net 30 Days

DATE	DESCRIPTION	AMOUNT	TOTALS
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THE AMERICAN ARCHIVIST - OCTOBER ISSUE
625 COPIES, 96 PAGES & COVER PLUS ENAMEL INSERT

BASE PRICE -

600 COPIES 64 PAGES & COVER 181 18

600 COPIES 32 PAGE FORM 65 87

25 ADDL COPIES 96 PAGES & COVER AT 14 40 C 3 60

COMPOSITION -

16.8 PAGES 11 POINT AT 2 74 46 03

40.8 PAGES 10 POINT 2 99 121 99

1.9 PAGES 10 POINT SEMI-TABULAR 4 79 9 10

.7 PAGES 10 POINT OUTLINE 3 71 2 60

2.0 PAGES 10 POINT BIBLIOGRAPHY 3 89 7 78

18.6 PAGES 9 POINT BIBLIOGRAPHY 4 38 78 84

10.3 PAGES 8 POINT 3 78 39 69

1.9 PAGES 8 POINT SEMI-TABULAR 5 97 11 34

3.0 PAGES STANDING & CUTS 1 50 4 50

2.0 PAGES ADS & DISPLAY 5 00 10 00

4.4 PAGES BLANK

ALTERATIONS -

MACHINE 5.7 HOURS AT 3 75 21 38

HAND 3.6 HOURS 3 75 13 50

ENGRAVINGS - INSERT (7.95 LESS 10%) 7 14

STENCILS 48 AT 4 1 92

SIX EXTRA STRIP PROOFS OF MAILING LIST, 2964 NAMES

AT 1 65 M 4 89

625 COPIES 2 PAGE ENAMEL INSERT, TIPPED IN 17 15

648 50

CREDIT FOR USE OF 45% BODY STOCK 3 64

644 86

STAMP POSTAGE 5 12

FREIGHT 5 00

2ND CLASS POSTAGE 2 42

12 54

657 40

We hereby guarantee that all merchandise made by us
has been and will continue to be manufactured in ac-
cordance with the Federal Child Labor Law of Sept. 1,
1916.

GEORGE BANTA PUBLISHING COMPANY

October 28, 1947

Mr. Harold J. Bachmann
George Santa Publishing Co.
Menasha, Wisconsin.

Dear Mr. Bachmann:

Nobody said anything to me about reprints, so I assume that none were wanted and approve of your killing type.

I have received most of the copy for the January issue and hope to have enough to permit me to work on it this coming weekend. I will send the material to you as soon as possible. After much thumping, prodding, poking and X-raying my doctor has decided that I won't need an operation for the time being at least and that diet and medication will take care of me, as well as reducing me from Lane Bryant sizes to misses'. I am hoping, therefore, that my future editorial work won't be interrupted and retarded as it was with the October number.

Sincerely,



The Collegiate Press

GEORGE BANTA PUBLISHING COMPANY

Manufacturing Publishers

★ ★ ★
GENERAL OFFICES AND PLANT
MENASHA, WISCONSIN

October 28, 1947

Miss Margaret C. Norton,
Archives Department,
Illinois State Library,
Springfield, Illinois.

Dear Miss Norton:

I am most unhappy to hear of your recent loss and your illness. I surely hope that you are now well on the way to complete recovery and will feel well soon.

My thanks for the signed contract. I am inclined to agree with you that advertising is not the fort of one who acts editorially for a magazine.

Sincerely,

Harold J. Bachmann

Harold Bachmann
GEORGE BANTA PUBLISHING COMPANY

HJB:ge


The Collegiate Press

GEORGE BANTA PUBLISHING COMPANY
Manufacturing Publishers

GENERAL OFFICES AND PLANT
MENASHA, WISCONSIN

October 29, 1947

514 Civic Opera Building,
20 North Wacker Drive,
Chicago 6, Illinois.

Miss Margaret C. Norton
Archives Department
Illinois State Library
Springfield, Illinois

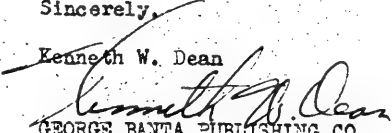
Dear Miss Norton:

Mr. Bachmann has sent me a copy of your October 25 letter with which you returned the signed copy of the new contract for printing *The AMERICAN ARCHIVIST*. I want to thank you for your continued faith in our service and workmanship.

You may be sure that the next occasion which takes me through Central Illinois will prompt me to get in touch with you so that we can make an appointment for a good visit. I am very sorry to learn of your mother's death and I do hope that your own health has greatly improved.

Sincerely,

Kenneth W. Dean


GEORGE BANTA PUBLISHING CO.
Chicago Office

KWD:jm

November 12, 1947

Mr. Harold J. Bachmann
The George Banta Publishing Co.
Menasha, Wisconsin.

Dear Mr. Bachmann:

Here at long last is copy for the January number. I have waited in vain for the report on the annual meeting of the Society. This will have to be published in the next issue.

Please send galley proof (in addition to that sent to me) on their articles and sections as follows:

Mr. Fred Shelley
The Library of Congress
Washington, D.C.

Mr. Henry Howard Eddy
North Carolina Department of Archives and History
Raleigh, North Carolina

Mr. Leon de Valinger, Jr.
Delaware State Archives Department
Dover, Delaware

William J. Van Schreeven, Head Archivist
Virginia State Library
Richmond, Virginia.

Mr. Lester J. Cappon, Secretary
Society of American Archivists
P.O. Box 203
Williamsburg, Va.
Society of American Archivists Section

Mr. Richard G. Wood
600 Larence St. N.E.
Washington 17, D.C.
Book Reviews Section

Copy for the Title Page and Table of Contents for Volume X will be sent later. This should not be stapled into the January issue, but folded in loose. There will again be no volume index, but a ten-year index has been prepared and we should be getting copy for that before long.

Sincerely,

- Manuscripts in the Library of Congress: 1800-1900 FRED SHELLEY
- The Work of the War Archives Sections in New Zealand and Australia EUGENE C. GRAYLAND
- The Materials of History JOAN WAKE
- The Responsibility of the State Archivist to Other Officers of His Government HENRY HOWARD EDDY
- Have You Seen?
- The Place of County Records in the State Archival System ..
.....LEON DE VALINGER, JR.
- The Archivist's Book Shelf
Books on the Cataloging of Manuscript Material DOROTHY V. MARTIN
- Stack and Shelf Arrangement of the Archives Division,
Virginia State Library WILLIAM J. VAN SCHREVEN
- Society of American Archivists
Constitution
~~XXXXXXXXXXXXXXXXXXXX~~
Minutes of the Business Meeting, September 4, 1947.....
Minutes of the Council, September 3, 5, 1947
Reports for the year 1946-47:
 The Secretary
 Committee on Archival Buildings
 Committee on Institutional and Business Archives ..
 Committee on International Relations
 Committee on Records Administration
- Reviews of Books:
- Bayard J. Gieger. Calendar of the Documents in the Santa
 Barbara Mission ArchivesROSCOE R. HILL
- Morris L. Radoff. Calendar of Maryland State Papers No. 2:
 The Bank Stock Papers MARGARET PIERSON
- Sylvester K. Stevens and Donald H. Kent, editors. County
 Government and Archives in Pennsylvania, prepared by
 the Pennsylvania Historical Survey. W.BROOKE GRAVES
- Der Archivar: Mitteilungsblatt für deutsches Archivwesen.
 Volume I, No.1, August 1947.....LESTER K. BORN

Paul Lewinson. A Guide to Documents in the National Archives: for Negro Studies. ROLAND C. MC CONNELL

John Walton Caughey. Hubert Howe Bancroft, Historian of the West CHARLES L. STEWART

J.P.R. Wallis, editor. The Northern Goldsfields Diaries of Thomas Baines: First Journey, 1869-1872 CARL L. LÖKKE

~~XX~~

Publications Section Committee, British Records Association. Notes for the Guidance of Record Publications MARTIN P. CLAUSSEN

State of New York. Report of the Temporary State Commission on Coordination of State Activities. Interim Report, March 6, 1947. LOUIS C. DORWEILER, JR

Herbert S. Hirshberg and Carl H. Melinat. Subject Guide to United States Government Publications ELIZABETH WELLSHEAR

The United States at War. Development and Administration of the War Program by the Federal Government. Prepared under the auspices of the Committee of Records of War Administration by the War Records Section, Bureau of the Budget. RICHARD J. PURCELL

News Notes


The Collegiate Press

GEORGE BANTA PUBLISHING COMPANY
Manufacturing Publishers

GENERAL OFFICES AND PLANT
MENASHA, WISCONSIN

November 18, 1947

Miss Margaret C. Norton,
Archives Department,
Illinois State Library,
Springfield, Illinois.

Dear Miss Norton:


There seems to be just one question in regard to the copy for the January number of the AMERICAN ARCHIVIST. That is in regard to the three pictures to go with the Virginia article. I am wondering if your intent is to have each of these made to a complete page size or whether I couldn't change the figure numbers, running figure 2 as figure 1 and running a two-page back insert with the article. I would really prefer this to running one of the pictures as a frontispiece, so far away from the article itself. If this is not desirable, I can run the three pictures in their now indicated sequence and run a page of type on the fourth page, keeping all of the material with the text for the article. I am showing herewith a layout indicating the general sizes for each suggestion.

Proofs for authors will be sent as indicated in your November 12 note.

The title page and Table of Contents for Volume X will be inserted into the January number but I'll have to tip it lightly with glue in order to appease the Gods of the post office department who insist that we can't put something like this in loose. We need just a trifling bit of paste to satisfy the requirement, however. I presume that you mean to indicate that the ten year index is also to be inserted in this number of the ARCHIVIST.

Sincerely,

Harold J. Bachmann


GEORGE BANTA PUBLISHING COMPANY

EJB:ge

November 20, 1947

Mr. Harold J. Bachmann
George Banta Publishing Company
Menasha, Wisconsin.

Dear Mr. Bachmann:

Enclosed is copy for the Volume X title page and table of contents. There was considerable criticism last year because our subscribers had to tear up the first number of the next volume to get their title pages for the preceding volumes. Every other association magazine I get has this slipped in as a separate. If we must paste, paste we must, but don't bind it in. I have no idea when the ten year index will be ready, but knowing the compilers I don't look for it very soon. Neither do I know how its publication is to be financed nor whether all members will get it for free. I think we had better run a note of explanation with the table of contents as indicated.

There is no great significance in the number of the figures for the Virginia article and unfortunately I cannot now recall which was which. The important one, I would think, would be the one from beneath showing the construction of the underpieces of the shelves. I think it will be quite all right to run two on a page as you suggest.

It will not be necessary for us to have the cuts sent to us in the future. I thought there might be some future demand for them, but so far there has been none and I think I will make the rule that if any contributor thinks he is likely to want the illustrations for his article that he may have them, but that we will not clutter up the editorial office with them.

Sincerely,



The Collegiate Press

GEORGE BANTA PUBLISHING COMPANY

Manufacturing Publishers

GENERAL OFFICES AND PLANT
MENASHA, WISCONSIN

November 26, 1947

Miss Margaret Norton,
Illinois State Library,
Springfield, Illinois.

Dear Miss Norton:

I am interested to have your note indicating that other title pages are received just loosely inserted in the books. I have again checked with the local postmaster, and he is trying to clarify his interpretation whereby he has always insisted that we tip these lightly. I'll do the needful, however, and if we can get away from the tipping I'll surely do so for that saves us a lot of work also.

I'll go ahead with the Virginia article using the three cuts as I suggested, printed on two sides of an insert. This is the latest expensive, and I believe the most satisfactory manner of handling this particular item.

I am presuming from the last paragraph of your November 20 letter that I can enter instructions to kill the cuts immediately when printing is completed, unless we have orders to the contrary before the printing was started. If people do want cuts used in their articles, I presume that this information could be sent along, at least, with the corrected page proof, couldn't it? If the instruction comes at any time earlier it is all right, but I would like to have it by the time we are going to press so that we could take care of the matter as the forms come from the presses.

Sincerely,

Harold J. Bachmann

HJB:dw

GEORGE BANTA PUBLISHING COMPANY


The Collegiate Press

GEORGE BANTA PUBLISHING COMPANY
Manufacturing Publishers

GENERAL OFFICES AND PLANT
MENASHA, WISCONSIN

December 4, 1947

Miss Margaret C. Norton,
Illinois State Library,
Springfield, Illinois.

Dear Miss Norton:

Like a lawyer, I have been avidly reading the postal rulings trying to find a loophole. I think I have found one which allows other folks to put in volume contents as a separate signature. It is Section 549, Paragraph III, which reads:

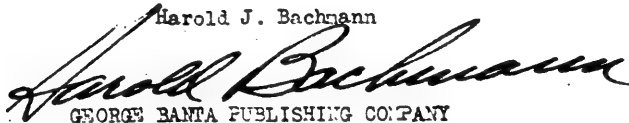
"Maps, diagrams, illustrations, etc. which form a necessary part of a publication, shall be admitted either loose or attached as a part of the publication itself without the words 'Supplement to _____'."

That, I shall quote the postmaster in case anybody ever gets curious about it. His rulings so far have been to tip in such items but the best he can do is to reprimand us.

Proof of the cuts to be used for the insert of this issue were sent forward to you this morning.

Sincerely,

Harold J. Bachmann


GEORGE BANTA PUBLISHING COMPANY

HJB:ge

December 8, 1947

Mr. Harold J. Bachmann
George Banta Publishing Company
Menasha, Wisconsin.

Dear Mr. Bachmann:

Proofs for the cuts for the January number have arrived and look good to me. I will return proof with the other proof, which you will get as soon as I hear from the authors.

I rather think the Virginia archivist may want these cuts, and I have written to him to ask if he does. I should hear from him before we go to press, but please hold these this time for instructions from me.

Either you have better proof readers than you used to have or my eyesight is getting dim, but so far as I have read (about half) I haven't yet found an error you haven't found. I'll read it over a couple of more times before I get too sure. I let one name slip through spelled wrong in a review and another name I left Miss when I should have known it was Mrs., both from that same institution, in the October number; and did I hear from it! That came from depending too much on proof reading by my sub editors while I was ill. The January number must be as perfect as the Oxford dictionary-- Bible, I mean.

Sincerely,



The Collegiate Press

GEORGE BANTA PUBLISHING COMPANY

Manufacturing Publishers

GENERAL OFFICES AND PLANT
MENASHA, WISCONSIN

December 11, 1947

Miss Margaret C. Norton,
Archives Department,
Illinois State Library,
Springfield, Illinois.

Dear Miss Norton:

The proofreaders are delighted with your comments in regard to their work on the January number. They are really pretty conscientious people and I think in the final printing there are few errors which slip by them. I don't know whether or not I ever told you but we do a final reading of proof, what we call "page reading" before an issue is put to press. The reading is done without reference to copy or previous proof, by an experienced proofreader who reads word for word as a subscriber would, to catch any possible errors that might have been missed up to that time. The system works out very nicely for human fallibility being what it is, there will be blind spots for both the proofreaders and editor at certain times.

I have entered instructions to hold the Virginia cuts until further word in their regard is received.

Sincerely,

Harold J. Bachmann

GEORGE BANTA PUBLISHING COMPANY

HJB:ge

December 18, 1947

Mr. Harold J. Bachmann
George Banta Publishing Co.
Menasha, Wisconsin.

Dear Mr. Bachmann:

The Virginia State Library wishes cuts for their article appearing in the January number. When you are through with them, please send them to

Dr. William J. Van Schreeven
Head Archivist
Virginia State Library
Richmond, Virginia

The cost of making the cuts and the mailing of the same, however, is to be charged to The American Archivist.

Please enter an order for 1500 copies of the letterhead and 1000 envelopes. These will be the same as before except that Mrs. Lethbridge's name will be substituted for that of Dr. Trever as News Editor.

Dr. Van Schreeven thinks he may wish to enter an order for additional copies of his Virginia article, so please hold type for that until the work has been done or I release it.

We have finally secured some one to take over the solicitation of advertising in the Journal. We have not got very far with specific plans, but Dr. Overman asks some preliminary questions which perhaps you can answer at least partially. "Later I will need a rate and specification sheet (perhaps mimeographed) and a form or card for the buyer to contract for space. I will need to know dates when forms close, whether printer can print cuts-half tones, or accept bleed advertising, etc., or if someone buys space and wants an advertisement set up by our printer from his type and border lines, I will need costs of composition for this work."

Perhaps you can help us with forms for rate and specification sheets and forms for contracts; if not, all right. What is the usual practice with respect to charging for advertising - so much per page at a flat rate, or how to figure when the advertiser furnishes part or all of the printing?

We are now simply tearing the magazine apart and giving the contributors copies of their own contributions. The covers which I tried experimentally last year pleased neither the contributors nor the post office. Would it be possible to redesign our page headings to include the date of the issue on the left hand pages? This would not look so well, but it be more satisfactory from the point of view of the authors and persons using the separates. Probably it is too late for the January issue but I would like to try something along that line as soon as possible.

Any suggestions you can give us about layout, etc. for advertising will be appreciated.

I hope you have worked out something with your post office about the volume title page and table of contents. Even if it must be tipped in, it should be separate enough so our subscribers don't have to tear the January issue apart before they bind the last volume preceding. Different post offices interpret the regulations differently. For instance, you mail proof to me but they won't accept even page proof from this end unless we pay first class postage, despite the way I interpret the regulations on the subject. That is why I send things express collect, though that seems more costly than your way.

Sincerely,

Where does the statement of ownership, indebtedness, etc. have to go and how often? I notice it was in the October 1946 issue and the January 1948. That may make some difference in selling advertising space.

MEMORANDUM BILL FOR ALTERATIONS

December. 23.. 1947.....

Miss Margaret. G.. Nanton.....

Your account has been charged the number of hours indicated below for making alterations (not including printer's errors) in

- ☐ Proofs which have been mailed to you
- ☐ Proofs which are returned herewith
- ☐ Proofs which have been corrected for press

The purpose of this notice is to enable you to check the charges at once, and it is suggested that you do so, since a review of the work done may be difficult after a lapse of time.

Name of Job American Archivist January.....

Job. No. G-7216.....

Description of proof .. Dummy 1-96.....

Hours of Machine Time 1.5.....

Hours of Hand Time 0.8.....

GEORGE BANTA PUBLISHING COMPANY

By HJB EAS.....



The Collegiate Press

GEORGE BANTA PUBLISHING COMPANY

Manufacturing Publishers

* * *

GENERAL OFFICES AND PLANT
MENASHA, WISCONSIN

December 23, 1947

Miss Margaret Norton,
Archives Department,
Illinois State Library,
Springfield, Illinois.

Dear Miss Norton:

The Virginia cuts will be sent to Dr. Van Schreeven as soon as the issue is completed and I'll hold type on his article pending further word from you in regard to the possibility of a reprint. An order for 1,500 letterheads and 1,000 envelopes is now being entered.

Practically any questions about advertising leave me cold completely, for it is a matter about which I know nothing nor do we have any information. Advertising copy should be in our hands three weeks before the date of distribution of the magazine. The regular text stock for the ARCHIVIST will not take halftone cuts but we can accept bleed advertisements without any trouble.

The contract for the AMERICAN ARCHIVIST calls for billing advertising composition at \$5 for a full page, \$3 for a half page, or \$2 for a quarter page. I can't be of any help in making up forms for rate and specifications and I don't know what the usual practice is with respect to charging for advertising. I don't know how one does figure when the advertiser furnishes part of the printing.

Yes, we could add the date to the left-hand runninghead but I agree that it wouldn't look particularly artistic. I actually think that if we did add the months it would be almost necessary to add the year too, don't you? It is a little late to try this for the January issue where it would mean resetting all of the running-heads which have been set and included in the proofs which I am planning to send today.

We won't have any trouble with the post office about the volume title page and Table of Contents. We now understand each

Miss Margaret Norton,
Page Two.

other a bit better and I'll be frank to say that very often the local post office people can be slightly intimidated. The fact that we mail over three and one-half million magazines a year which makes the post office a first class rated post office might have something to do with that!

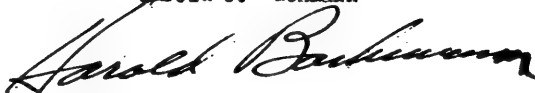
*
The Statement of Ownership is supposed to be filed not later than the first day of October of each year and is to be printed in the next issue following, as the laws and regulations read...
"A copy of such sworn statements shall be published in the second issue of each newspaper, magazine or other publications printed next after the filing of such statements. Any such publication shall be denied the privileges of the mail if it shall fail to comply with the provisions of this paragraph."

I surely can't see why you can't convince the postmaster there that "printer's proof and the copy" is a classification for sending anything except original manuscript. With the increase in the express rates of late, express and parcel post seem to run practically even.

Have a delightful Holiday Season.

Sincerely,

Harold J. Bachmann



GEORGE BANTA PUBLISHING COMPANY

HJB:dw

* It can be printed anywhere
in an issue.

December 29, 1947

Mr. Harold J. Bachmann
George Banta Publishing Co.
Menasha, Wisconsin.

Dear Mr. Bachmann:

Enclosed is page proof for the January number.

Please do not send the cuts for the Virginia article to Richmond until you hear whether or not there are to be reprints of the article. I have heard nothing further about it myself, but told Dr. Van Schreeven to make arrangements for same directly with you.

I agree with you that adding the date to the left-hand runninghead would not look artistic but I do think we need the information on the page. In some magazine lately I saw that added in small type rather inconspicuously in the lower right corner of the odd numbered pages and thought that was an idea. Unfortunately, though, my attention was diverted to something else at that moment and now I cannot remember where I saw it. Perhaps we could work out something along that line; on the other hand, perhaps the idea is no good. Of course I was not thinking of the change for the January number.

Thank you for your thoughts on the advertising. I will pass them along to our advertising director.

A Happy New Year to you.

Sincerely,



The Collegiate Press

GEORGE BANTA PUBLISHING COMPANY
Manufacturing Publishers

GENERAL OFFICES AND PLANT
MENASHA, WISCONSIN

January 2, 1948

Miss Margaret C. Norton,
Archives Department,
Illinois State Library,
Springfield, Illinois.

Dear Miss Norton:

All of the final corrections on the page proof seem in good order. I am quite sure that we shall be able to get to press very soon with the issue.

I am a little on the spot in regard to the Van Schreeven reprints for I don't know exactly what to do. The question arises whether I should hold up the printing until his order arrives or go ahead with the printing and, if his order arrives late, run the reprints separately and bill him for the extra charges required. Running reprints with the issue allows them to be made up in the least expensive manner but, if they have to be run separately, it requires holding of the type, reimposition, separate pressruns and separate handling, all of which requires additional costs and charges. Hoping not to delay the issue by non-receipt of his order, I sent him a collect night letter today, asking if he would wire his order so I can know how to plan. I hope the wire finds him in his office and not on a long English week-end, as I am afraid will be quite popular right now.

I don't know just what to think about the dates on the right-hand pages. Do you remember whether the small type was on the outside of the page or on the inside? I don't remember having seen this particular device. Do you remember whether the date was in two lines or one line? You and I seem to be about "even" in our vacillating about this little problem!

All good wishes for a grand year in 1948.

Sincerely,

Harold Bachmann
GEORGE BANTA PUBLISHING COMPANY

HJB:ge

CHICAGO 6, ILLINOIS, 20 NORTH WACKER DRIVE, STATE 6591
WASHINGTON 6, D.C., 726 JACKSON PLACE N.W., NATIONAL 1718

NEW YORK 17, N.Y., 52 VANDERBILT AVENUE, MURRAY HILL 4-7580
CAMBRIDGE 38, MASS., 1430 MASSACHUSETTS AVE., KIRKLAND 6180

*Order for 100 just received!

Additional footnote page 3.
to be number 1. Reference from
word nineteen hundred in
title. Change original footnote
number 1 and its reference
to number 2 5741

Right letter Jan 6



The Collegiate Press

GEORGE BANTA PUBLISHING COMPANY

Manufacturing Publishers

GENERAL OFFICES AND PLANT
MENASHA, WISCONSIN

January 5, 1948

Miss Margaret Norton,
Archives Department,
Illinois State Library,
Springfield, Illinois.

Dear Miss Norton:

I don't understand the markings in regard to an additional footnote in the Shelley article. The note starts out: "The basis of these lines is a paper prepared by Dr. Ernst Posner's course . . ." It is numbered two, but the footnote previously given is changed from one to two, so that we have two footnotes on page three, both numbered two. My guess is that the second footnote should appear after the second sentence in the second paragraph on page three. Perhaps you had better wire, letting me know if this is correct or what changes should be made.

Sincerely,

Harold J. Bachmann

GEORGE BANTA PUBLISHING COMPANY

HJB:VF

SPECIAL DELIVERY

January 5, 1948

Dr. William J. van Shreeven,
Head Archivist,
Virginia State Library,
Richmond, Virginia,

Dear Dr. van Shreeven:

Thank you for your wire in regard to reprints. An order for 100 copies has been entered and when the shipment has been made, the billing will be done directly to the Virginia State Library.

Sincerely,

Harold J. Bachmann

GEORGE BANTA PUBLISHING COMPANY

HJB:VF



The Collegiate Press

GEORGE BANTA PUBLISHING COMPANY

Manufacturing Publishers

* * *

GENERAL OFFICES AND PLANT
MENASHA, WISCONSIN

January 7, 1948

Miss Margaret Norton,
Archives Department,
Illinois State Library,
Springfield, Illinois.

Dear Miss Norton:

Many thanks for your wire in regard
to the footnote confusion. Everything is now
straightened away and we can make the final
corrections preparatory to printing.

Sincerely,

Harold J. Bachmann


GEORGE BANTA PUBLISHING COMPANY

HJB:ge

MEMORANDUM BILL FOR ALTERATIONS

January 1st, 1948.....

Miss Margaret C. Norton.....

Your account has been charged the number of hours indicated below for making alterations (not including printer's errors) in

- ☐ Proofs which have been mailed to you
- ☐ Proofs which are returned herewith
- ☐ Proofs which have been corrected for press

The purpose of this notice is to enable you to check the charges at once, and it is suggested that you do so, since a review of the work done may be difficult after a lapse of time.

Name of Job ... American Archivist..... January.....

Job. No. 3-7216.....

Description of proof ... Pages 2-96.....

Hours of Machine Time 1.7.....

Hours of Hand Time 1.3.....

GEORGE BANTA PUBLISHING COMPANY

By EFB E.S.....

G. B.P. Co. Form 107A 6M



The Collegiate Press

GEORGE BANTA PUBLISHING COMPANY
Manufacturing Publishers

GENERAL OFFICES AND PLANT
MENASHA, WISCONSIN

Sold To

JANUARY 13, 1948

Job No.
Customer's
Order No.

Terms: Net 30 Days

SOCIETY OF AMERICAN ARCHIVISTS
ARCHIVES DEPT.
ILLINOIS STATE LIBRARY
SPRINGFIELD, ILLINOIS

DATE	DESCRIPTION	AMOUNT	TOTALS
	PRINTING LETTERHEADS & ENVELOPES		
	1500 LETTERHEADS, 1000 ENVELOPES	22 57	
	POSTAGE	<u>1 11</u>	23 68

We hereby guarantee that all merchandise made by us
has been and will continue to be, manufactured in ac-
cordance with the Fair Labor Standards Act of 1938.
GEORGE BANTA PUBLISHING COMPANY

The Collegiate Press

GEORGE BANTA PUBLISHING COMPANY

Manufacturing Publishers

JANUARY 15, 1948

Job No.
Customer's
Order No.

G-7216

GENERAL OFFICES AND PLANT
MENASHA, WISCONSINSOCIETY OF AMERICAN ARCHIVISTS
ILLINOIS STATE LIBRARY
SPRINGFIELD, ILLINOIS

Terms: Net 30 Days

THE AMERICAN ARCHIVIST - JANUARY ISSUE
625 COPIES, 96 PAGES & COVER PLUS 4 PAGE VOLUME CONTENTS
INSERTED LOOSE PLUS 2 PAGE ENAMEL INSERT, TIPPED IN

BASE PRICE -

600 COPIES 64 PAGES & COVER		181 18
600 COPIES 32 PAGE FORM		65 87
25 ADDL COPIES 96 PAGES & COVER	AT 14 40 C	3 60
625 COPIES 4 PAGE VOLUME CONTENTS		16 15
VOLUME CONTENTS (4 PAGES) INSERTED LOOSE		1 50
625 COPIES 2 PAGE ENAMEL INSERT, TIPPED IN		17 15

COMPOSITION -

36.4 PAGES 11 POINT	AT 2 74	99 74
31.7 PAGES 10 POINT	2 99	154 58
1.9 PAGES 10 POINT BIBLIOGRAPHY	3 89	7 39
2.9 PAGES 8 POINT	3 78	10 96
.2 PAGES 6 POINT	5 96	1 12
.4 PAGES 6 POINT TABULAR	12 52	5 01
3.0 PAGES STANDING & CUTS	1 50	4 50
3 FULL PAGES ADS & DISPLAY	5 00	25 00
4.5 PAGES BLANK		

ALTERATIONS -

MACHINE	3.2 HOURS	AT 3 75	12 00
HAND	2.1 HOURS	3 75	7 88

ENGRAVINGS - INSERT (12500 LESS 10%)(3 CUTS) 17 91

STENCILS 41 AT 04 1 64

INCREASE IN COST OF COVER STOCK 2 13

633 58

CREDIT FOR USE OF 484 BODY STOCK

3 76

631 82

STAMP POSTAGE 7 22

2ND CLASS POSTAGE 2 759 97

641 77

We hereby guarantee that all merchandise made by us
has been and will continue to be, manufactured in ac-
cordance with the Federal Child Labor Law, of Sept. 1,
1916.

GEORGE BANTA PUBLISHING COMPANY

M. Norton
29 January 1948

George Banta Publishing Co.
Menasha, Wisconsin

Re: American Archivist
April issue

Gentlemen:

Miss Margaret C. Norton, Managing Editor of the American Archivist has undergone a major operation. Altho, Miss Norton, is having a normal recovery she anticipates there may be possibly a thirty day's delay in her schedule with your company. She would like matters to be continued as usual and she will make every effort to get you the materials and prepare for publication with minimum delay.

Very truly yours,

THEO J. CASSADY
Assistant to Miss Norton

TJC;mw



The Collegiate Press

GEORGE BANTA PUBLISHING COMPANY
Manufacturing Publishers

GENERAL OFFICES AND PLANT
MENASHA, WISCONSIN

January 31, 1948

Miss Theo J. Cassady,
Illinois State Library,
Springfield, Illinois.

Dear Miss Cassady:

Do give Miss Norton my best wishes for a very speedy and complete recovery, will you? I appreciate your note in regard to the schedule for the AMERICAN ARCHIVIST and shall plan accordingly.

Sincerely,

Harold J. Bachmann

Harold J. Bachmann
GEORGE BANTA PUBLISHING COMPANY

HJB:ge

March 1, 1948

Mr. Morris L. Radoff,
Archivist,
Hall of Records,
Annapolis, Maryland.

Dear Mr. Radoff:

If you will let me know the number of reprints you wish and the number of pages in the article, I can furnish you information in regard to the cost of additional reprints. It is impossible however without this information to make up any figures. With that information at hand I can also give you figures in regard to having the reprints run separately from the magazine and separately bound.

Very truly yours,

Harold J. Bachmann

GEORGE BANTA PUBLISHING COMPANY

HJB:VF

cc: Miss Margaret Norton

March 18, 1948

Mr. Harold J. Bachmann
George Banta Publishing Co.
Menasha, Wisconsin.

Dear Mr. Bachmann:

Here, six weeks late, is copy for the April issue of the American Archivist. I regret having upset your publication schedule this way, and understand that we shall have to await your convenience in getting out this number. As I believe you were notified, I entered the hospital in January for a "revised edition" and the process took much longer than I had anticipated. What I could have done with a ten weeks' vacation and the money I have spent on the hospital, nurses and doctors!

Although I have not yet got back to the office, I expect to be back in full swing very shortly, and to take care of the proof promptly upon receipt thereof.

In addition to galley proof sent to the editor, please send a copy to each of the following:

Emilio Re article, to
Dr. Oliver W. Holmes, The National Archives,
Washington 25, D.C.
Have Your Seen; The Archivist's Book Shelf and the
Book Review Section to
Richard G. Wood, 600 Larence St. N.E., Washington
17, D.C.

The Eleventh Annual Meeting... to
Herbert Brayer, State Archives, State Museum,
Denver, Colorado
A Guide to Practical Cataloging to
Morris L. Radoff, Hall of Records, Annapolis, Maryland

The Machine Age in Historical Research to
Prof. Lawson G. Murray, History Department, College
of the City of New York, N.Y., N.Y.

The Organization and Status of Archival Training... to
Karl L. Trever, The National Archives, Washington
25, D.C.

News Notes to
Mrs. Mary C. Lethbridge, The National Archives,
Washington 25, D.C.

Sincerely,



The Collegiate Press

GEORGE BANTA PUBLISHING COMPANY

Manufacturing Publishers

GENERAL OFFICES AND PLANT
MENASHA, WISCONSIN

March 15, 1948

Miss Margaret C. Norton,
Archives Department,
Illinois State Library,
Springfield, Illinois.

Dear Miss Norton:

What good news it is to have your letter and to know that you are well on the way to recovery. I hope that you have been imbued by such hospital nurses and doctors with that "new look" which surely must work for hospitalization as it does in clothes, don't you think so?

Copy for the April issue has been received and your instructions in its regard are carefully noted.

Sincerely,

Harold J. Bachmann

Harold Bachmann
GEORGE BANTA PUBLISHING COMPANY

HJB:dw

GEORGE BANTA PUBLISHINGCOMPANY
Menasha, Wisconsin
April 7, 1948

Miss Margaret Norton
Archives Department
Illinois State Library
Springfield, Illinois.

Dear Miss Norton:

A short time ago we sent proofs of the Hollinger Corp. advertisement to you. Two proofs and the copy went to the advertiser but a question has arisen which was not straightened out originally. In fact, I don't know just exactly what Mr. Overman or you may have planned so I thought it better to write to you. The copy for this advertisement included two small drawings that looked more like silverprints or ad-types than they did like proof of cuts. No instruction was given to make cuts and I presumed, when the copy was received and at the time that the proof went out, that the cuts would be furnished. Now I am wondering if I presumed correctly or if I were to make cuts from the originals. Do you have any information in this regard? I still have the originals here just in case the cuts are to be made and not to be furnished.

.....

Sincerely,

Harold J. Bachmann

GEORGE BANTA PUBLISHING COMPANY

April 10, 1948

Mr. W.K. Hollinger
The Hollinger Corporation
2000 North Moore St.
Arlington, Virginia.

Dear Mr. Hollinger:

Enclosed is a letter received from the printer of The American Archivist asking further information about cuts for your current advertisement. In order to save time, since galley proof is ready to be returned to the printer, will you please reply directly to Mr. Sachmann, sending me a carbon of your letter to him?

Sincerely,

April 10, 1948

Dr. W.D. Overman
302 E. Catawba Ave.
Akron 1, Ohio.

Dear Mr. Overman:

As you will see by the enclosed copy of a letter from Banta, the original of which I have forwarded to Mr. Hollinger, a question has arisen about cuts for his advertisement in the April issue of The American Archivist. I too was under the impression that cuts were to be supplied by the advertiser, but if not I believe this reference of the matter to him to be the quickest way to get appropriate action.

Sincerely,

April 10, 1948

Mr. Harold Bachmann
George Santa Publishing Company
Menasha, Wisconsin.

Dear Mr. Bachmann:

Your letter asking about cuts for the Hollinger advertisement in the April number has been forwarded to the Hollinger Corporation, also a copy of that letter and of the letter of transmittal sent to Mr. Overman, so we should get instructions for you in the matter very soon. It was my impression that the cuts were to be furnished you, but perhaps not.

Most of the authors have returned their galley proofs to me, so I hope to send it on to you by Monday or Tuesday of this coming week.

Sincerely,



The Collegiate Press

GEORGE BANTA PUBLISHING COMPANY
Manufacturing Publishers

GENERAL OFFICES AND PLANT
MENASHA, WISCONSIN

April 17, 1948

Miss Margaret Norton,
Archives Department,
Illinois State Library,
Springfield, Illinois.

Dear Miss Norton:

Corrected proofs of the *AMERICAN ARCHIVIST*
have been received. Everything is in fine order and
no special comment seems necessary at this time.

Cordial good wishes.

Sincerely,

Harold J. Bachmann

Harold J. Bachmann
GEORGE BANTA PUBLISHING COMPANY

EJB:VF



The Collegiate Press

GEORGE BANTA PUBLISHING COMPANY

Manufacturing Publishers

GENERAL OFFICES AND PLANT
MENASHA, WISCONSIN

April 19, 1948

AIR MAIL SPECIAL DELIVERY

Miss Margaret Norton,
Archives Department,
Illinois State Library,
Springfield, Illinois.

Dear Miss Norton:

When you went over proofs of the ARCHIVIST, you apparently didn't notice that the pages totaled ninety-seven rather than ninety-six (which is even forms) and I am presuming that this was not meant to indicate that we were to run more than a ninety-six page issue. Tentatively, I fixed the oversight in the manner in which I would do were I the editor and you can see when you receive page proofs whether you agree or not. I held over the entire book review, "How to File and Index" by Bertha M. Weeks and of the review by Emma M. Scheffler, I had to omit the last paragraph in order to make the paging come out correctly. The paragraph starts, "There pertinent facts concerning business records makes the text a valuable..." When you get the proofs you can tell whether these items should be included and substituted for some others.

We have just the one ad, that of the Hollinger Corp. and the proof you have returned does not indicate its position. Mr. Overman indicated, when he wrote on February 16, that you had authorized him to go ahead and sell space on the back cover and the inside back cover for April, so I don't know which of these positions the ad should take. It might be well to wire me in that regard.

Sincerely,

Harold J. Bachmann

GEORGE BANTA PUBLISHING COMPANY

ELB:ge

April 22, 1948

Mr. Harold Bachmann
George Banta Publishing Co.
Menasha, Wisconsin.

Dear Mr. Bachmann:

The Hollinger Corp. ad can go on the outside back cover. Ordinarily we shall be charging a higher rate for this than they are paying, but since this is the only one, we can afford to give them a bonus for being our first advertiser.

If I had noticed that there were 97 instead of 96 pages I would have added enough material to have made 112 pages, but it is too late now and we shall have to omit something. I am reluctant to omit those particular reviews you propose, but perhaps those are the only ones of a length to make the pages come out even. I can tell when I receive proof.

I hope to get copy for the July number off to you early in May. I have to do the work on that week-ends. Apparently I shall be working on page proof this coming weekend and the next, beginning May 1 I shall be away on a business trip for the archives. If that doesn't send me back to the hospital (I am going again to the same place which did put me under before) I shall be able to get copy to you by about May 10th, but will send it earlier if I possibly can.

Sincerely,

MEMORANDUM BILL FOR ALTERATIONS

April 27, 1948

Miss Margaret C. Norton

Your account has been charged the number of hours indicated below for making alterations (not including printer's errors) in

- ☐ Proofs which have been mailed to you
- ☐ Proofs which are returned herewith
- ☐ Proofs which have been corrected for press

The purpose of this notice is to enable you to check the charges at once, and it is suggested that you do so, since a review of the work done may be difficult after a lapse of time.

Name of Job American Archivist - April

Job No. E-554

Description of proof Dummy

Hours of Machine Time 2.0

Hours of Hand Time 1.2

GEORGE BANTA PUBLISHING COMPANY

By EJA:RKS

MEMORANDUM BILL FOR ALTERATIONS

...May 14, 1948.....

..Miss. Margaret. C. Norton.....

Your account has been charged the number of hours indicated below for making alterations (not including printer's errors) in

- ☐ Proofs which have been mailed to you
- ☐ Proofs which are returned herewith
- ☐ Proofs which have been corrected for press

The purpose of this notice is to enable you to check the charges at once, and it is suggested that you do so, since a review of the work done may be difficult after a lapse of time.

Name of Job American Archivist - April

Job. No. H-554

Description of proof Misc. text pages

Hours of Machine Time 0.5

Hours of Hand Time 0.6

GEORGE BANTA PUBLISHING COMPANY

By R.R. D.S.

The Collegiate Press

GEORGE BANTA PUBLISHING COMPANY

Manufacturing Publishers

MAY 17, 1940

Job No. **H-384**

Customer's
Order No.

GENERAL OFFICES AND PLANT
MENASHA, WISCONSIN

Terms: Net 30 Days

SOCIETY OF AMERICAN ARCHIVISTS
ILLINOIS STATE LIBRARY
SPRINGFIELD, ILLINOIS

DATE	DESCRIPTION	AMOUNT	TOTALS
------	-------------	--------	--------

AMERICAN ARCHIVIST - APRIL ISSUE
625 COPIES, 96 PAGES & COVER PLUS ENAMEL FRONTISPICE

BASE PRICE -

650 COPIES 64 PAGES & COVER		181 18
600 COPIES ADD'L 32 PAGE FORM		65 87
25 ADDL COPIES, 96 PAGES & COVER	AT 14 40 C	3 60
600 COPIES ENAMEL INSERT		16 79
25 ADDL COPIES ENAMEL INSERT	1 45 C	36

COMPOSITION -

49.4 PAGES 11 POINT	AT 2 74	135 36
35.1 PAGES 10 POINT	2 09	104 95
2.3 PAGES 10 POINT BIBLIOGRAPHY	3 89	9 73
3.2 PAGES 8 POINT	3 78	19 66
3.0 PAGES STANDING & CUTS	1 50	4 50
2 FULL PAGES ADS & DISPLAY	5 00	10 00
1 QUARTER PAGE DISPLAY	2 00	2 00
4.5 PAGES BLANK		

ALTERATIONS -

MACHINE 2.5 HOURS	AT 3 75	9 38
HAND 1.0 HOURS	3 75	6 75

ENGRAVINGS - INSERT (7.93 LESS 10%)

2 ELECTROS - HOLLINGER CORP. AD		7 14
STENCILS 40	AT 64	4 00
INCREASE IN COST OF COVER STOCK		1 92
		2 25

STAMP POSTAGE & EXPRESS

	8 65	
2ND CLASS POSTAGE	2 75	
		585 44
		<u>11 40</u>

596 84

We hereby guarantee that all merchandise made by us has been and will continue to be manufactured in accordance with the Federal Child Labor Law of Sept. 1, 1916.

GEORGE BANTA PUBLISHING COMPANY

No receipt will be sent unless specifically requested



The Collegiate Press

GEORGE BANTA PUBLISHING COMPANY

Manufacturing Publishers

* * *

GENERAL OFFICES AND PLANT
MENASHA, WISCONSIN

June 2, 1948

514 Civic Opera Building,
20 North Wacker Drive,
Chicago 6, Illinois.

Miss Margaret C. Norton
Archives Department
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

When we negotiated our October 15, 1947, contract for printing The AMERICAN ARCHIVIST, we hoped with the help of overtime and maximum production to keep some order in our schedules even though our service perhaps was not up to your wishes.

Our company is no exception to conditions which prevail in the printing industry generally. We are confronted by highly critical problems of labor and equipment. Our working hours in the typesetting department, for example, have had to be cut to 37-1/2 hours per week in order to keep in step with national trends. At the same time, we have been unable to secure additional equipment to make up for the loss in man hours. As an instance, we have had typesetting machines on order for two years that will not be delivered until the forepart of next year.

This pictures the situation which makes it quite impossible for us to produce as much as we have in the past. It is a matter to which our officers have been giving careful study as they found the situation growing steadily worse. Their decision, made with the greatest regret, is to relinquish a number of contracts to offset the reduction in man hours and lack of equipment. The problem involves about fifteen periodicals for which we have a high percentage of typesetting time as against a very low press run. The flow of work through our plant must balance in all departments. We cannot operate like a big city plant where employees can be taken on and laid off as the work fluctuates.

So it is my very distressful and unpleasant duty to ask you to make other arrangements for printing The AMERICAN ARCHIVIST. I know that this will be a shock and a disappointment to you, but

Miss Margaret O. Norton

June 2, 1948

we really have no other course and are forced into it by conditions that are beyond our control. Our relationship has been a long and pleasant one and we are exceedingly sorry to be obliged to take this step.

We will, of course, take care of your July issue which is now due, but we will appreciate it very much if you will make other arrangements for the October number.

Sincerely,

Kenneth W. Denn


GEORGE BANTA PUBLISHING COMPANY
Chicago Office

KWD:jm

June 7. 1948

Mr. Kenneth W. Dean
George Banta Publishing Company
514 Civic Opera Building
20 North Wacker Drive
Chicago 6, Illinois.

Dear Mr. Dean:

Naturally it is both a severe shock and a keen disappointment to hear that the George Banta Publishing Company can no longer continue to serve as publisher for The AMERICAN ARCHIVIST. In the two years since I undertook the editorship I have leaned very heavily upon the printers to turn out a creditable periodical, and I am sure that I can speak for the former editor, Professor Pease to the effect that he felt the same way. I personally am particularly sorry that this had to come at this time, because I am relinquishing the editorship after the April 1949 number and know that if my successor is as rusty about printing matters as I was when I took over, that he will miss the guiding hand that never failed me at Menasha.

We note the reasons you give for being unable to renew the contract and realize that these are valid reasons. I am glad that at least the July number will come out from your plant.

Even though we shall not be doing business together, I hope that you will drop in to see us whenever you happen to be in Springfield. I am sorry that I was tied up and unable to give you personal attention the day you came before.

Sincerely,



The Collegiate Press

GEORGE BANTA PUBLISHING COMPANY

Manufacturing Publishers

GENERAL OFFICES AND PLANT
MENASHA, WISCONSIN

June 9, 1948

514 Civic Opera Building,
20 North Wacker Drive,
Chicago 6, Illinois.

Miss Margaret C. Norton
Archives Department
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

We are extremely grateful to know from your letter of June 7 that you can understand and appreciate the circumstances that compelled us to take such drastic action in connection with our contract for printing *The AMERICAN ARCHIVIST*.

Your understanding attitude is appreciated, and we only hope that circumstances may change which would bring about the re-establishment of the splendid relationship we have enjoyed with you and other members of the Society.

Upon completion of work on the July number, Mr. Bachmann will communicate with you and report the number of back copies and other materials on hand so that you can give us instructions for disposition.

Cordially,

Kenneth W. Dean

Kenneth W. Dean
GEORGE BANTA PUBLISHING COMPANY
Chicago Office

KWD:jm

Beginning with your next issue engravings will be billed according to the new standard scale, a copy of which is attached.

This scale rates engravings by "units" instead of by dollar and cent values, according to sizes. In practice the units comprising an engraving order are totaled and billed at the rate of 4.3 cents per unit, less the established discount.

The new scale is slightly higher than the old one, the average increase being approximately 6 per cent. This is really a very moderate advance. The cost now is only about 10 per cent greater than in pre-war years.

If there are any questions as to application of the new scale, we shall be glad to explain as best we can.

GEORGE BANTA PUBLISHING COMPANY

June 19, 1948

Mr. Harold Bachmann
The George Banta Publishing Co.
Menasha, Wisconsin.

Dear Mr. Bachmann:

In checking my correspondence files I do not find a copy of the letter which should have accompanied copy for the July issue sent you last month, giving instructions about galley proof to be sent to authors. Galley proof should be sent to the following:

"The Archives Program of the United Nations" - to
Robert Claus
United Nations Archives
Lake Success, N.Y.

"The Archival Profession in Eclipse" - to
Irving Schiller
Records Appraisal Officer
United Nations
Lake Success, N.Y.

"A Practical Guide to Calendaring" - to
Morris L. Radoff
Maryland Hall of Records
Annapolis, Maryland
(Dr. Radoff wants reprints of both the 1st and 2d parts to this "Guide". I have referred him to you)

"Archival Buildings" - to
Victor Gondos, Jr.
The National Archives
Washington 25, D.C.

The following to
Richard G. Wood
600 Lawrence St. N.E.
Washington 17, D.C.

"Have You Seen"
"The Archivist's Book Shelf"
"Book Reviews"

"From the Microphotographer's Mail" - to
Daniel Noll
The National Archives
Washington 25, D.C.

"The Filing Arrangement of the Archives Division,
Virginia State Library " - to
William J. Van Schreeven
Archives Department
Virginia State Library
Richmond, Virginia

"News Notes" - to
Mrs. Mary C. Lethbridge
1811 South Arlington Ridge Road
Arlington, Virginia

Needless to say, it was a severe shock to be informed by Mr. Dean that this July issue is to be the last one printed by the George Banta Press. For one thing, editors hate like fury to have to have different paper stock and type in the middle of a volume. But from a more personal angle, I am going very much to miss your guiding hand which has kept me from many glaring errors in the work. Particularly the last year, while I was in poor health, it mean a lot to have someone at Menasha watching for errors and slips in proofreading. One issue I read proof with a temperature of 103 and made some mistakes which were meticulously called to my attention by readers. There would have been more had not your organization been on the job.

We were fortunate in finding another publisher right away. Unless his prices are out of sight, we will take him on and he can begin with the October number. If this deal falls through we shall have to make other arrangements. Am I correct in thinking that our front cover is a lithograph, and if so, will it be possible for us to obtain the stone from you? I will notify you later about disposal of the stock of magazines on hand at Menasha. I assume that these will go to the Secretary of the Society, Dr. Lester J. Cappon of Williamsburg, but so far have received no instructions from him in the matter.

Sincerely.



The Collegiate Press

GEORGE BANTA PUBLISHING COMPANY

Manufacturing Publishers

GENERAL OFFICES AND PLANT
MENASHA, WISCONSIN

June 23, 1948

Miss Margaret C. Norton,
Archives Department,
Illinois State Library,
Springfield, Illinois.

Dear Miss Norton:

Thanks for your note giving the addresses for mailing of the galley proofs. The note arrived just in time for I am expecting that galleys will be ready tonight so that we can mail them tomorrow.

I, too, was very unhappy to know that our mighty pleasant association in the publication of the AMERICAN ARCHIVIST need be terminated, for it has been most pleasant working with you. It is good news to know that you have found another publisher and I hope that you have good luck with his handling of the magazine.

Cordial good wishes.

Sincerely,

Harold J. Bachmann

Harold J. Bachmann
GEORGE BANTA PUBLISHING COMPANY

HJB:VF

July 1, 1948

Mr. Harold J. Bachmann
George Banta Publishing Co.
Menasha, Wisconsin.

Dear Mr. Bachman:

Enclosed is corrected proof for the July 1948 number of the American Archivist.

You will note that I have inserted copy to fill out the 96 pages. Our News Editor, Mrs. Lethbridge, however, points out that copy for the News Notes for Tennessee and Virginia have been omitted. I do not find these among the original copy returned to me, nor do I find it in my files here. Frankly, I do not remember whether or not it was ever sent you. If so, we cannot publish that material this time, because the National Archives news is so important. If you locate the copy, I would appreciate your returning it to me for use in a future issue.

You will also note that I have marked two items for return to me when the printer is through with them - namely the article of the Czechoslovakian archives and the picture and plans for the proposed Vermont building.

Sincerely,



The Collegiate Press

GEORGE BANTA PUBLISHING COMPANY
Manufacturing Publishers

★ ★ ★
GENERAL OFFICES AND PLANT
MENASHA, WISCONSIN

July 6, 1948

Miss Margaret C. Norton,
Archives Department,
Illinois State Library,
Springfield, Illinois.

Dear Miss Norton:

This will acknowledge your letter of July 1 transmitting corrected proof for the July number of the AMERICAN ARCHIVIST. We are closed down this week for the annual employee vacation but will resume activity on July 12 and will then move the work on as rapidly as possible.

I am sorry that I cannot answer your question about the news notes for Tennessee and Virginia but will call the matter to Mr. Bachmann's attention.

Sincerely,

C. A. Peerenboom


GEORGE BANTA PUBLISHING COMPANY

CAP:ge

The Collegiate Press

GEORGE BANTA PUBLISHING COMPANY

Manufacturing Publishers

GENERAL OFFICES AND PLANT
MENASHA, WISCONSIN

July 12, 1948

Miss Margaret C. Norton,
Archives Department,
Illinois State Library,
Springfield, Illinois.

Dear Miss Norton:

Your letter of July 1 has come to my attention during the absence of Harold Bachmann who is still on vacation this week. The corrected dummy for the July, 1948, issue of the AMERICAN ARCHIVIST has been received and everything seems to be in good order. I find in checking our manuscript records that the original copy for the news note for the Tennessee and Virginia articles was never received.

I have made a special note to return all of the manuscript and original illustrations, et cetera, to you with the page proof.

Sincerely yours,

Herbert D. Hartung



GEORGE BANTA PUBLISHING COMPANY

HDE:gs

MEMORANDUM BILL FOR ALTERATIONS

...July 15..1948.....

.....Miss Margaret C. Norton.....

Your account has been charged the number of hours indicated below for making alterations (not including printer's errors) in

- ☐ Proofs which have been mailed to you
- ☐ Proofs which are returned herewith
- ☐ Proofs which have been corrected for press

The purpose of this notice is to enable you to check the charges at once, and it is suggested that you do so, since a review of the work done may be difficult after a lapse of time.

Name of JobAmerican Archivist - July.....

Job. No.H-1341.....

Description of proofDummy 193-288.....

Hours of Machine Time3.0.....

Hours of Hand Time1.1.....

GEORGE BANTA PUBLISHING COMPANY

ByHJB EKS.....



The Collegiate Press

GEORGE BANTA PUBLISHING COMPANY
Manufacturing Publishers

★ ★ ★
GENERAL OFFICES AND PLANT
MENASHA, WISCONSIN

July 22, 1948

Miss Margaret Norton,
Archives Department,
Illinois State Library,
Springfield, Illinois.

Dear Miss Norton:

The final corrected proofs for the July
ARCHIVIST have arrived and I will schedule them for
press just as soon as there is an opening and plan
to save the one noted article for reprinting.

Cordially,

Harold J. Bachmann

Harold J. Bachmann
GEORGE BANTA PUBLISHING COMPANY

HJB:ge

MEMORANDUM BILL FOR ALTERATIONS

July 26, 1948

..Miss Margaret C. Norton.....

Your account has been charged the number of hours indicated below for making alterations (not including printer's errors) in

- ☐ Proofs which have been mailed to you
- ☐ Proofs which are returned herewith
- ☐ Proofs which have been corrected for press

The purpose of this notice is to enable you to check the charges at once, and it is suggested that you do so, since a review of the work done may be difficult after a lapse of time.

Name of Job American Archivist - July

Job No. H-1341

Description of proof Pages

Hours of Machine Time 0.4

Hours of Hand Time 0.7

GEORGE BANTA PUBLISHING COMPANY

By HEB/eh

The Collegiate Press

GEORGE BANTA PUBLISHING COMPANY

Manufacturing Publishers

JULY 30, 1948

Job No. **M 1341**
 Customer's
 Order No.

GENERAL OFFICES AND PLANT
 MENASHA, WISCONSIN

Terms: Net 30 Days

THE SOCIETY OF AMERICAN
 ARCHIVISTS
 ILLINOIS STATE LIBRARY
 SPRINGFIELD, ILLINOIS

DATE	DESCRIPTION	AMOUNT	TOTALS
	AMERICAN ARCHIVIST - JULY ISSUE		
	625 COPIES, 96 PAGES AND COVER PLUS ONE TWO-PAGE ENAMEL INSERT TYPED IN		
	BASE PRICE-		
	600 COPIES, 64 PAGES & COVERS	181 18	
	600 COPIES, ADD'L 32 PAGE FORM	65 67	
	25 ADD'L COPIES, 96 PAGES & COVER	AT 14 40 C 3 60	
	COMPOSITION-		
	46.6 PAGES 11 POINT	AT 2 74	127 68
	41.7 PAGES 10 POINT	2 99	124 68
	4.9 PAGES 8 POINT	3 78	18 52
	1.2 PAGES 8 POINT SEMI-TABULAR	5 97	7 16
	3.0 PAGES STANDING & CUTS	1 50	4 50
	2 FULL PAGES ADS & DISPLAY	5 00	10 00
	1 HALF PAGE ADS & DISPLAY	3 00	3 00
	2.1 PAGES BLANK		
	ALTERATIONS-		
	MACHINE 3.4 HOURS	AT 3 75	12 75
	HAND 1.8 HOURS	3 75	6 75
	ENGRAVINGS INSERT 400 UNITS AT 52		18 72
	THE MULTIPLIER INCLUDES YOUR 10% DISCOUNT		
	STENCILS 25	AT 64	92
	INSERT		
	600 COPIES, ENAMEL INSERT		16 79
	25 ADD'L COPIES, ENAMEL INSERT	AT 1 45 C	36
	INCREASE IN COST OF COVER STOCK		2 33
			604 81
	SECOND CLASS POSTAGE	2 82	
	STAMP POSTAGE	6 81	
			9 63
			614 44

We hereby guarantee that all merchandise made by us has been and will continue to be, manufactured in accordance with the Federal Child Labor Law, of Sept. 1, 1916.

GEORGE BANTA PUBLISHING COMPANY

August 3. 1948

Mr. Harold Bachmann
George Banta Publishing Co.
Menasha, Wisconsin.

Dear Mr. Bachmann:

Since you will not be needing it again, would you be so kind as to send the rubber stamp used on author's galley proof (about returning copy to me) to our new printer? I believe this was charged to us, if not we will pay for it. In case this has already been thrown out, please let me know. The new publisher should be addressed:

Mr. Paul R. Strain
The Torch Press
324 Third Street Southeast
Cedar Rapids, Iowa.

I shall miss your friendly and informal letters. If you ever get down to Springfield, please drop in to see me.

Sincerely,



The Collegiate Press

GEORGE BANTA PUBLISHING COMPANY
Manufacturing Publishers

GENERAL OFFICES AND PLANT
MENASHA, WISCONSIN

August 5, 1948

Miss Margaret C. Norton,
Archives Department,
Illinois State Library,
Springfield, Illinois.

Dear Miss Norton:

In this morning's mail I am sending the rubber stamp used on author's galley proofs to the Torch Press in Cedar Rapids, Iowa. I doubt if the stamp were charged to you but at any rate it is of no further use to us and we are glad to have the new printer use it - also glad that you were able to find a new printer without too much difficulty when the necessity to sever relations occurred.

In the publication of the AMERICAN ARCHIVIST our association has been delightful. I, too, shall miss the pleasure of working with you on the magazine. I am most appreciative of your invitation to drop in and see you in Springfield and I hope that the opportunity will present itself sometime in the future. It seems that I have been in every part of the United States, in Canada and Mexico, but somehow never went anywhere via Springfield!

Cordial good wishes.

Sincerely,

Harold J. Bachmann

Harold J. Bachmann
GEORGE BANTA PUBLISHING COMPANY

HJB:ge

August 20, 1948

Mr. Harold J. Bachmann
George Banta Publishing Co.
Menasha, Wisconsin.

Dear Mr. Bachmann:

Do you have the cuts or the original drawings for this advertisement? If so, please send them to me as soon as you can, or at least let me know about it.

I hope you are missing us.

Sincerely,

Wm. J. C. Martin



The Collegiate Press

GEORGE BANTA PUBLISHING COMPANY

Manufacturing Publishers

* * *

GENERAL OFFICES AND PLANT
MENASHA, WISCONSIN

August 25, 1948

Miss Margaret C. Norton,
Archives Department,
Illinois State Library,
Springfield, Illinois.

Dear Miss Norton:

The cuts which were used in the Fibredex ad
went forward to you on the twenty-third.

Indeed I do wish I could say "Come home, all
is forgiven" and we could kill the fatted calf and
perhaps make with a couple of good Winnebago war whoops
but such doesn't seem to be in the pattern of today.

All best wishes.

Sincerely,

Harold J. Bachmann

GEORGE BANTA PUBLISHING COMPANY

HJB:gs

Springfield, Ill.
September 17, 1948

Mr. Harold J. Bachmann
George Banta Publishing Co.
Menasha, Wisconsin

Dear Mr. Bachmann:

This will acknowledge receipt of the two sets of cuts which you have sent us, also several communications forwarded. It occurs to me that there will probably be other materials to be forwarded from time to time. Please keep an account of the postage and bill the Secretary of the Society of American Archivists, Dr. Lester J. Cappon, Box 203, Williamsburg, Va.

I like our new printer very much but I am afraid he is beginning to feel toward you like second husbands are supposed to feel about their predecessors, who are, as you know, the only perfect men.

Sincerely,

MARGARET C. NORTON

MCN;mw

OTHER ARCHIVISTS AND LIBRARIANS, 1947



W. STANLEY HOOLE
DIRECTOR OF LIBRARIES

UNIVERSITY OF ALABAMA

UNIVERSITY
ALABAMA

February 11, 1947



Dear Librarian:

I have been asked by the Mississippi Valley Historical Association, which holds its next annual meeting in Columbus, to describe briefly some of the significant historical collections covering the Valley region recently acquired by major libraries in the mid-U.S.A.

Will you please help me by describing briefly below any collection valuable to historical research (newspapers, early travel, private libraries, individual authors, account books, manuscripts, regional collections, etc., etc.) which has been added to your library during the last several years and not heretofore widely publicized? Mention outstanding titles (such as newspaper files) if you think them significant.

Example: The University of Alabama has acquired the T. P. Thompson Collection of approximately 10,000 books and pamphlets dealing with history, literature, and social life of the Lower Mississippi Valley, 18th and 19th centuries, especially early travel, Louisiana local history, government and politics.

I apologize for putting before you yet another questionnaire--there are so many these busy days!--but hope that you will take a few minutes off to answer this one which could conceivably be of much help to historians of the Mississippi Valley. Thank you very kindly for your cooperation.

Sincerely,

W. Stanley Hoole

Library _____

*Miss Norton
Will you check this?
Are you interested in going
to this meeting? etc*

2. A + 2
Springfield, Ill.
Feb. 24, 1949

Mr. W. Stanley Hoole
Director of Libraries
University of Alabama
University, Alabama

Dear Mr. Hoole:

Miss Helene H. Rogers, Assistant State Librarian, has requested me to reply to your inquiry as to what significant historical collections covering the Mississippi Valley region have recently been acquired by the Illinois State Library. You have doubtless sent this questionnaire to Mr. Jay Monaghan of the Illinois State Historical Library, if not your should write to him. The Archives Department of the State Library regularly receives non current State records, for the most part. In recent years ~~new~~ accessions have been comprised chiefly of additions to record series already in the Archives Department.

The most important historical collection we have received in recent years was the Illinois and Michigan Canal records turned over to us by the Illinois Waterways Division. These records are exceptionally complete documents on the history of the construction of the canal, land records (which include the land upon which Chicago now stands) and operation records from 1848 when the canal was opened for traffic to the abandonment of the canal as a medium of transportation. Included in the operation records are registration of all boats authorized to operate on the canal and full toll collection records which show the home port of the boats, detailed invoices of their cargo and the record of cargo taken on and discharged at the various parts along the canal. It is doubtful if as complete records are in existence for the life history of any other major American Waterway.

The Illinois Waterway Division has also deposited the 1911, so called, Chipperfield report. This report is the records of a state wide survey of all lakes and streams within the boundaries of the State of Illinois. It is an exhaustive study of riparian rights, of water levels, shore lines, etc.

The Adjutant General of the State has recently deposited the charred remains of the soldiers' bonus records for World War I. It was the partial burning of these records which aroused State officials to the necessity for the erection of our State Archives Building. Aside from the sentimental value of these records they are potentially of great genealogical value because of the detailed information concerning the biography of the applicant and his family relationship.

Microfilm copies of two of our older counties, Alexander and Pulaski, were made ~~for~~ insurance purposes during the war. These copies are on file in the State Archives but are not open to public use.

Sincerely,

ARCHIVIST

Library
MON
RW

24.7 L.
June 12, 1947

Miss M. Alice Dunlap
Publishing Department
American Library Association
50 East Huron St.
Chicago 11, Ill.

Dear Miss Dunlap:

Dr. Grace Lee Nute, of the Minnesota Historical Society, the fourth member of the Editorial Board of the American Library Association has just sent me her favorable reaction to the archival primer proposed by the A.L.A. Committee on Archives. Since what she said is substantially the same as what the others have said I will quote only one paragraph, for the sake of emphasis:

"3. A statement about Provenance, making it quite plain that there is a great distinction to be made between the handling of archives and that of historical manuscripts. I regard this as the most fundamental thing that can be put in the manual, in view of the fact that librarians are issuing the manual. Few librarians can make the distinction and the results are bad."

Miss Nute suggests Professor Charles Gates of the University of Washington as an excellent person to compile such a manual. Incidentally, Miss Nute's own manual on the care and cataloging of manuscripts (I am not sure of the title) would be an excellent model for the archives manual. She is probably too busy to do it, but I do not know of anyone who would be more capable of compiling the manual than Miss Nute herself.

I hope that these suggestions which I have forwarding to you as they have come in will prove helpful to the Committee on Archives in their deliberations. I am sorry that I can not be at San Francisco myself to be available for consultation if the committee wished it. I will be glad to help any way I can.

Sincerely,

Archivist



STATE OF CALIFORNIA
OFFICE OF THE
Secretary of State
SACRAMENTO 3

FRANK M. JORDAN
SECRETARY OF STATE

September 15, 1947

Miss Margaret C. Norton
State Archivist
Springfield, Illinois

My dear Miss Norton:

I am leaving for Biloxi, Mississippi, on the 17th to attend a convention of Secretaries of State and expect to be in Springfield on Monday, October 6. If nothing interferes with my schedule I will drop in to see you on that day.

We are starting the establishment of a Central Records Bureau in California and I would particularly like to have information on the newest equipment and indexing system.

Looking forward to meeting you on that date, I am

Sincerely,


Secretary of State

FMJ:S

September 27, 1947

Hon. Frank M. Jordan
Secretary of State
Sacramento 8, California.

Dear Mr. Jordan:

We shall be pleased to have you visit Springfield on Monday, October 6, and will try to make your time spent at the State Archives Building profitable to you. California has talked about creating a modern State archives department for many years and it is good to learn that it is to become an actuality at long last.

Upon receipt of your letter we contacted our own Secretary of State Edward J. Barrett and he will extend a personal invitation to you to come here. The purpose of this letter is to request your office to notify us of any change in your plans to be here on that date, since I am leaving on my vacation immediately afterwards. I can be here either earlier or later than the date you suggest but it will be helpful to me in making my reservations ~~known~~ definitely when to expect you.

Sincerely,

(M. G.) MARGARET O. MORTON
Archivist



STATE OF CALIFORNIA
OFFICE OF THE
Secretary of State
SACRAMENTO 3

FRANK M. JORDAN
SECRETARY OF STATE

October 14, 1947

Miss Margaret C. Norton
Archivist
Illinois State Library
Springfield, Illinois

My dear Miss Norton:

Just a note to advise that we arrived home safely last Wednesday and had a most enjoyable trip. The weather was fine and we had no car difficulties at any time.

I sincerely appreciate the time that you gave me in Springfield, and feel that I learned more regarding archives from you than from any other call that I made in the east.

I will keep you posted as to the progress we make in our project, and may possibly call upon you for additional help at a later date.

Assuring you of my appreciation, and with kindest wishes, I am

Sincerely,


Secretary of State

FMJ:S

August 26, 1947

Manager
Colorado Hotel
Glenwood Springs, Colorado.

Dear Sir:

Please cancel the reservation made for me for Room No. 447
for the meeting of the Society of American Archivists,
for the 2nd, 3rd, 4th and 5th of September as I shall be
unable to attend on account of illness in my family.

Sincerely,

MARGARET C. NORTON
Archivist



THE DENVER AND RIO GRANDE WESTERN RAILROAD CO.

WILSON MCCARTHY AND HENRY SWAN, TRUSTEES

DENVER 1, COLORADO

D. K. TAYLOR
SUPERVISOR OF RECORDS

Miss Taylor

August 23, 1947

Miss Margaret C. Norton
Illinois State Library
Archives Dept.
Springfield, Ill.

Dear Miss Norton:

I have had considerable correspondence concerning you and the conventions. The last word directly from you was that you were coming, but a letter from one of your girls yesterday stated that you would not be with them.

I was so sorry to hear of your mother's illness and do hope you will be able to come. I made a trip to Glenwood Springs day before yesterday completing room reservations. The room assigned to you is No. 447 at \$4.00 a day for the 2nd., 3rd., 4th. and 5th. This room has an adjacent bath, which will be used by two girls, who will occupy the next room.

If you are unable to come, will you please wire the Colorado Hotel at Glenwood directly, with confirmation to me, cancelling your reservation as the hotel will hold each individual responsible for the rooms assigned them.

Again, I do hope that your mother is improved and that you will be able to come.

Best regards,

D. K. Taylor
D. K. Taylor

DKT:DP

August 26, 1947

Miss Dorothy K. Taylor
Supervisor of Records
The Denver and Rio Grande
Western Railroad Co.
Denver 1, Colorado.

Dear Miss Taylor:

I am sorry that you have had to bother about my reservation at Glenwood Springs. I was under the impression that Miss Rogers had sent in the cancellation for me.

My Mother had a heart stroke about three and a half weeks ago and because of the continued heart she has been unable to rally. She suffered two strokes last week and has been in a coma since last Friday. As she is eighty seven years old I suppose this was only to be expected, but it doesn't make it an easier. There is no telling how long or how short a time she may linger in her present condition, but in any event there will be an exhausting trip up to our old home in Rockford with some business to be attended to there. I could not possibly go to Colorado now, for I am too worn out myself to make the effort.

Of course I am disappointed that I cannot be with the group this year. We have all been looking forward to it for so long. Miss Rogers and Miss Scheffler will be going from here. Miss Scheffler has not attended a meeting before and I hope you make yourself known to her.

Good luck, pleasant weather and a good time for all.

Sincerely,

MARGARET C. NORTON
Archivist

7A.42.
June 19, 1947

Miss Nell Steele, Secretary
Illinois Library Association
Public Library
Lake Forest, Illinois.

Dear Miss Steele:

Please accept my resignation as a member of the Illinois Library Association. As an archivist, I am a member of my own professional organization, the Society of American Archivists. I have maintained a membership in the Illinois Library Association for some years because the State Archives Department is a division of the Illinois State Library.

As an archivist I do not consider myself competent to judge the policies to which the Illinois Library Association disapproves to the extent of introducing Senate Bill 287 to reorganize the Illinois State Library. I do consider myself competent to judge as to the welfare of the Archives Department of which I am head, and I must say that whoever drafted this bill was either completely ignorant of or indifferent to the constitutional and legal background of the Illinois State Archives which would make it impossible to administer an archives department under the proposed act. There are features in the present act which could be amended to the advantage of the Archives Department and which I would have been glad to have discussed with your Legislative Committee.

There is no reason so far as I can see, why I should be mixed up in library politics and I am therefore withdrawing from the Association.

Sincerely,

Archivist

ILLINOIS LIBRARY ASSOCIATION

Organized 1896

University of Illinois Library School
Urbana, Illinois

17 October 1947

Miss Margaret C. Norton, Archivist
Illinois State Library
Springfield, Illinois


Dear Miss Norton:

In checking through the I.L.A. folder of material that accumulated during my absence this summer when I was in Europe, I find the letter which you had addressed to Miss Steele. In the letter you send in your resignation from I.L.A. because of Senate Bill 287.

I am very sorry that you felt that you had to do this. I also personally regret that you feel there has been any library politics in the issue for there has not been. Maybe you have now read the article which I wrote for the first issue of the I.L.A. RECORD giving the background of the legislation this year. I hope it may clarify the situation.

In any case, I sincerely hope that I.L.A. will go on working for this type of legislation. I also hope that if they do, and if you would like to see changes made in the bill that would make for better administration of the Illinois State Archives that you will be willing to discuss the matter later with a committee if a committee is appointed. I can assure you that your criticisms are most welcome.

Yours sincerely,



Alice Lehrer, President

November 15, 1947

Miss Alice Lohrer
University of Illinois Library
School
Urbana, Illinois.

Dear Miss Lohrer:

My objections to the State Library bills recently sponsored by I.L.A. are based, not upon personal loyalty to Mr. Barrett and Miss Rogers (though both have given me ample cause for the same) but upon my conviction that it would be both unconstitutional and unlawful for the State Archives Department to function under the proposed law. Constitutional provisions, traditions and fully a hundred laws give to the Secretary of State archival duties in relation to the records of other State departments than his own, in several cases providing that the records in question may not be removed from his office. I do not have a copy of the 1915 Report of the Committee on Efficiency and Economy (the basis for the present Civil Administrative Code) at hand for a quotation, but you will find there a strong statement to the effect that the archival functions of the Secretary of State are his principal reason for existence. I do not say that it would be impossible to make such amendments to existing law as would permit the transfer of the Archives Department along with the State Library, but no provision was made for such alterations, nor does the proposed act make any provision for consideration of archival problems.

Despite certain superficial resemblances, archival work is not library work and no amount of saying that it is can make it the same. Archivists do not find that library trained persons make satisfactory assistants, the techniques are different, as is also the whole point of approach. Under our Illinois system of government there are advantages in being affiliated with a strong professional institution such as the Illinois State Library, because small independent departments have difficulty in keeping free from political interference and in getting adequate appropriations. The proper analogy is the relationships which exist in the State Department of Registration and Education which has as sub-ordinate departments the State Museum, the Natural History Survey, the State Teachers' Colleges, etc. Administrative details, the budget, etc., are handled by the Director, but no attempt is made to run the State Museum, for instance, like a Teachers' College; in fact, each has its own policy making board. So far the administrators of the State Library have recognized the inherent differences between archives and libraries and that has offset the disadvantages of not having representatives of archival interests on the library board. There is no evidence that I.L.A. knows or cares one thing about archives.

It is interesting to note that the State of New York is taking

the archives away from the State Library because the other State Departments are complaining that they are not getting proper service because archival needs have been subservient to the library.

When I say that I see no reason why I should become mixed up in library politics I mean just that. There are many librarians in the State who approve present policies and others who disapprove. As a member of the staff of the Illinois State Library I feel it improper to discuss the question except insofar as it affects the welfare of the division of which I am head.

Sincerely,

MARGARET C. NORTON

ILLINOIS LIBRARY ASSOCIATION

Organized 1896

Errett

524 South Chestnut Street
Kewanee, Illinois

November 30, 1947

Miss Margaret Norton,
Archives Division,
Illinois State Library,
Springfield, Ill.

Dear Miss Norton:

Several years ago Miss Charlotte Ryan sent me some old correspondence of the Trustees Section of I.L.A. which was in her files in the Extension Division, which related to the first organization of the Section. I used some of the material in compiling a history of the Trustees Section and then turned the material over to Mrs. Garman, who was Chairman of the Trustees Section, for her information about the early days of the Section. It is not material which needs to be passed on to the various chairman so I have asked Mrs. Garman to bring it to you some time when she is coming to Springfield (she lives in Decatur and often comes to Springfield with her husband on business) to be put with the other I.L.A. material which is deposited there.

I think that is all of the Trustees' records which we have which are not in use but if I find others I will send them to you for the Trustees' file of I.L.A. records.

I am so glad that the State Library will be the depository for I.L.A. material for much of it will be lost if it is neglected. I am afraid that even now the records are not complete of things which should be in the files.

Sincerely yours,

Lucy W. Errett

Mrs. A.W. Errett

December 8, 1947

Mrs. A.W. Errett
524 South Chestnut Street
Kewanee, Illinois.

Dear Mrs. Errett:

We will be glad to receive the records of the Trustees Section of I.L.A. whenever Mrs. Garman brings them over. Personally I think it a very good idea for I.L.A. to turn over its archives to a public institution where they can be preserved. So often such records are kept by the Secretary and eventually the older ones are lost because of negligence in turning records over to a successor who may not feel he or she has room to accomodate them.

Sincerely,

MARGARET C. NORTON
Archivist

INDIANA STATE LIBRARY

HAROLD F. BRIGHAM, *Director*

Telephone: Riley 8361

INDIANAPOLIS

MARGARET PIERSON, *Chief*

Archives Division

May 9, 1947

Miss Margaret C. Norton, Archivist
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

At the suggestion of Mr. Peckham I am sending you a copy of SB 306 enacted at the 1947 Session of the Indiana General Assembly. He thought you might be interested in noting it in the *American Archivist*.

It seems more wordy than necessary, in my opinion, but if it accomplishes the purpose for which it was enacted, all will be well. I believe that this may be the solution to our problem of preserving the information contained in state vouchers.

Best wishes to you.

Sincerely,

Margaret Pierson

Margaret Pierson,
Archivist

MP:CT

May 12, 1947

Miss Margaret Pierson, Archivist
Indiana State Library
Indianapolis, Indiana.

Dear Miss Pierson:

Thank you for the copy of your BB 306 on microphotography. It was received too late to go into the July issue of the American Archivist, but I have forwarded it to Karl Trever, editor of the News Notes for inclusion in the October number.

We are excited here over a pending bill to remove the State Library from the Secretary of State and to put it under a bi-partisan board appointed by the Governor. The bill was reported out favorably by the Senate Committee to which it was referred and we rather expect it to pass the Senate but hope it can be stalled in the House. I think there are constitutional reasons why the archives should remain under the Secretary of State, and think probably the proponents of the bill would be willing to exempt this department from the operation of the bill, but my superiors don't seem to want to try to do it. Apparently the bill is being fought out on strictly party lines though it originated in some Illinois Library Association politics with which, I am thankful to say, the archives department is not concerned. Which ever way the matter turns out, I don't think I am destined for either a happy or an archivally progressive time of it, but time will tell.

Sincerely,

MANAGING EDITOR

CA. & L.
INDIANA STATE LIBRARY

HAROLD F. BRIGHAM, *Director*

Telephone: Riley 8361

INDIANAPOLIS

MARGARET PIERSON, *Chief*

Archives Division

May 26, 1947

Miss Margaret C. Norton, Archivist
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

I was disturbed to hear about legislative developments in your state. As one who has been through political reorganizations in Indiana I can truly sympathize with you.

The best of luck. I know it will take more than this to stop you.

Sincerely,

Margaret Pierson
Margaret Pierson,
Archivist

MP:CT

June 5, 1947

Miss Margaret Pierson, Archivist
Indiana State Library
Indianapolis, Indiana.

Dear Miss Pierson:

Thank you for writing about our pending State Library reorganization bill. Nobody quite knows what hit us, but as of today it looks as if the bill were stalled. Yesterday it looked as if it would pass this week, but it got involved, apparently, in trading over a filibuster on the apportionment bill and the committee which was to have held the final hearing on the bill yesterday simply did not show up. Whether or not this is a permanent "stall" or not we shall find out because the session has only three more weeks to go, and anything can happen in three weeks.

As nearly as we can figure out, a group of persons who either want Miss Rogers' job or want to dominate appointments or something else about the State Library, to dictate policies, etc., got hold of some innocents who thought the A.L.A. model act for state libraries was meant for uniform state legislation and that Illinois ought to have that kind of act if that is the style. Like all forceful persons, Miss Rogers has made enemies and that has been traded upon. The fact that there is something behind it all is shown by the fact that this piece of legislation was not mentioned at the time pending and proposed library legislation was before the floor in the last fall convention of Illinois Library Association, neither was it discussed with the State Librarian. I know only our side here and am not competent to judge the merits of the ideas for reorganization back of the bill. I only know it would bring many complications to the administration of the archives, since there are constitutional difficulties about taking the archives away from the Secretary of State. As one sample: We have a clause that makes it possible for the State Library to refuse to care for records which have no value but which departments might want to wish off on us. This has been amended to make it impossible for the archivist to accept any records without the consent of the Library Board! I don't know how you get your records, but I grab records and run when the department head is in a temporarily mellow mood.

We are hoping for the best and that the bill will not pass.

Sincerely,

INDIANA STATE LIBRARY

HAROLD F. BRIGHAM, *Director*

Telephone: Riley 8361

INDIANAPOLIS 4

MARGARET PIERSON,
Archivist

December 27, 1947

Miss Margaret C. Norton, Archivist
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

Thanks indeed for your letter. I am having the paragraphs relating to the proposed building copied for the use of Mr. Pierre and Mrs. George W. Blair, Chairman of our Library and Historical Board.

I was furious after the last conference of the staff heads in October. Since that time I have been devoting all my spare moments to the preparation of a bibliography on archives buildings, storage, humidity control, and related problems. I have secured additional copies of several articles, and as soon as photostats can be made of the materials, I shall have enough ammunition for a heavy attack. On the theory that repetition won't hurt, I am assembling as much authority as I can get.

The people here know all too little about modern library buildings, not to mention archives buildings. There was one very unfortunate break. Miss Coats wrote to Louis J. Bailey, who was head of the library when this building was erected, to inquire whether he had had further plans for the archives. In her letter, Miss Coats repeated several points which I had raised.

Back came Mr. Bailey's replies. Now anyone who sees this building knows that no provision for archives was made. It would stand to reason that Mr. Bailey knew nothing about archives. But the reply was worse than I had expected. Confessing that he knew little about archives buildings, Mr. Bailey nevertheless proceeded to say that he thought horizontal division would be preferable, that fumigating equipment wouldn't be needed, and that he couldn't say what would be necessary as far as air conditioning was concerned. To

Page 2
Miss Norton
Dec. 27, 1947

cap the climax, Mr. Brigham had copies of this letter sent to Mr. Pierre and the members of our board!

So many librarians think that archivists are snooty, narrow-minded specialists who make a mountain out of nothing. With that attitude toward us, they seize upon any half-baked idea that comes along. But, if I can keep Mr. Pierre on my side, he will probably make the plans according to archives needs. At any rate, these other people will know they've been in a battle.

I'll write you again.

Sincerely yours,

Margaret Pierson
Margaret Pierson

P.S. All this, of course, is in strict confidence.

MP:CF

KANSAS
STATE HISTORICAL SOCIETY

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ROBERT C. RANKIN

February 25, 1947.

Dr. Margaret C. Norton
Superintendent of Archives,
Illinois State Library,
Springfield, Illinois.

Dear Dr. Norton:

The archives division of this society is now in process of reorganization and arrangement. Our most immediate problem is classification of the material and I should like to ask your advice as to the best method of procedure. We could, of course, work out a system suitable to our own needs, but it would seem more desirable to adopt a plan conformable to those used in similar institutions. Is there some general plan for classifying state archives which has proved suitable in other states? I have found no published guide on the subject.

I have read your "Catalog Rules," published in 1936, and will appreciate any references to other printed helps which you can give me. Your advice and suggestions will also be gratefully received.

Yours sincerely,


Edgar Langsdorf
Division of Archives

Acknowledged Feb. 27, 1947

OA-2

Springfield, Ill.
Feb. 27, 1947

Mr. Edgar Langesborg
Kansas State Historical Society
Memorial Building
Topeka, Kansas

Dear Mr. Langesborg:

This is to acknowledge your letter of February 26, 1947. Miss Norton is ill with the influenza at present, but is improving and expects to be back in the office early next week. Your letter will be brought to her attention as soon as she returns.

Have you read her article on "Classification in the Archives of Illinois", published in the American Library Association, "Archives and Libraries, 1940", page 78? You may find this helpful.

Yours very truly

SECRETARY OF STATE AND STATE LIBRARIAN

EJB:EMS
mw

March 7, 1947

Mr. Edgar Langsdorf
Division of Archives
Kansas State Historical Society
Topeka, Kansas.

Dear Mr. Langsdorf:

The fundamental principle involved in classifying archives is that they should be retained in an order that reflects their legal origin. In other words, the archivist does not collect together from the records of a dozen departments all the records he has on, say, the civil war and put that group into a subject classification. Rather he leaves each record in the filing group into which it comes into existence. The reason for that is that he may at any moment be called upon to prove to a court that a given document is in fact the document that it purports to be - to issue a certified copy that this service record is a record to be found in the military rolls of the Adjutant General's office of a certain date as deposited by the Adjutant General with the archives department; and that the report blaming the death of ~~XX~~ a prisoner of war on the brutality of a guard was the report made to the General Assembly by the investigating committee appointed by that body. The court would not accept either document as authentic if all you could say was, "This is a document from the Civil War Collection in the archives." The archivist never assumes that the historical interest in documents which had a legal origin transcends their potential use as a legal document. If the archivist wants to bring out subjects he does this through calendar or analytical entries in his catalog or descriptive guides.

Because the classification scheme for every archival agency depends upon the organization of its government, and the different series depend upon individual variations in the functions of each, I do not think the classification chart for one state would have much value in another state. If you can find a copy of my article on Classification published in A.L.A. Archives and Libraries for 1940, a reference to which was made in our letter of February 27, I think you may find it helpful in drawing up your own classification.

There is very little in print on the subject of the classification of archives. The classic on the subject is S. Muller, J.A. Feith and R. Fruin: Manual for the Arrangement of Archives. This was translated from the Dutch by Arthur H. Leavitt, and can be obtained from the H.W. Wilson

Wilson Co. of N.Y. The illustrations are of Dutch records, and you will find it stiff reading, but if you do sit down and master the principles enunciated in this volume you will understand thoroughly the principles involved.

Since you are just starting out in the archival field, why don't you arrange to attend the four weeks' summer course on archives given in connection with the National Archives and the Maryland Hall of Records under the auspices of the American University at Washington? We are sending a man to the school this summer. I have talked with a number of students who attended previous sessions and they found it very much worth while. You will find an announcement about this in the April number of The American Archivist which will be out about April 1st, or you can write for information to

Ernst Posner
Dean, Graduate Division
The School of Social Sciences and Public Affairs
The American University
1901 F Street, Northwest
Washington 6, D.C.

The class will hold sessions July 28 to August 23, 1947, and the tuition is \$40.00.

In the meantime, please feel free to call on us for any assistance we can give you. We would be glad to have you visit us at any time.

Sincerely,

Archivist

KANSAS
STATE HISTORICAL SOCIETY

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March 19, 1947

Miss Margaret C. Norton
Superintendent of Archives
Illinois State Library
Springfield, Illinois.

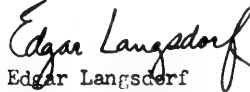
Dear Miss Norton:

Thank you for your letter of March 7. I had already read, rather hastily, the Manual for the Arrangement and Description of Archives by Muller, Feith and Fruin, and will go through it again whenever time permits. Probably I will need to read it several times. No copy of your article on classification is available at present but I have ordered one through our librarian and hope to receive it soon. I have read most of the back files of the American Archivist and several of the annual reports of the Archivist of the United States. The manual for administration of public archives in Iowa, by C. C. Stiles, gave me a more concrete idea of classification than I had had before and to that extent I found it helpful. I would be interested in your opinion of it.

I believe I now have at least a working knowledge of the objectives of archival work and a reasonable understanding of the principles involved. The rest must come through experience. I want to attend the summer course on archives at Washington but probably will not be able to until next year. I understand that it is a thorough and practical course which will undoubtedly be of great benefit to me.

Thank you again for your kindness, and for your invitation to visit the Illinois archives.

Yours sincerely,


Edgar Langsdorf
Division of Archives

March 29, 1947

Mr. Edgar Langsdorf
Division of Archives
Kansas State Historical Society
Topeka, Kansas.

Dear Mr. Langsdorf:

It has been some years since I have had occasion to look at Mr. Stiles' Manual for Administration for Public Archives in Iowa. Before answering your question as to what I thought about his classification scheme, I therefore took time to look at the book. This book was written twenty years ago when we were all experimenting even more than we are now, indeed, were groping our way. In the light of present day experience, we must say that Mr. Stiles' classification scheme confuses archival classification with filing and that he was advocating refiling documents to conform to a pre-conceived subject arrangement. That procedure is frowned upon today.

My advice to you is to forget about classification as such. Keep together all records which originated in your respective State departments. When all of the records of one department are assembled you will notice that they fall into natural grouping which reflect the way each department functions. Keep together as filing units the various sets of files which you receive. Do not take individual records out of one file to file them in a subject file. You would at first thought feel perhaps that a subject arrangement would be more easy to use than the way in which the departments filed the records originally.

Remember, however, that you as custodian may at any time be called upon to issue a certified copy for any record. Your certificate will have to identify the document in question as having formed a part of the records of the department from which it came, and such a certificate you could not issue if you mixed the records from one department with those from others.

It is best always to retain the original filing arrangement, since that is the angle from which the records will be approached. Occasionally older records come in confusion in which case of course you will have to decide upon a proper filing scheme.

Perhaps I can illustrate my point about detaching your classification from the way the filing units illustrate the functions of their departments if I use an Illinois example. Remember

that the organization of governmental functions varies from state to state so that a classification scheme that fit the records for one state will not be applicable in another state.

In Illinois the Secretary of State is the recording officer for the governor, and that recording is done in what is called the Executive Department. So that the main classification for all records coming from that department will be: Secretary of State. Executive Department.

The Governor has a number of functions, but we will illustrate our point from just two: what he has to do about criminals, and about commissioning State and county officers. That gives us two principal main functional classification headings: Criminal Records. Records of State and County Officers.

Among his criminal duties, or better put, duties in relation to criminals are his power to pardon and commute sentences; and his power to demand extradition of fugitives from justice from other states or to other states. That means that we have at least three main files for these: Pardon records, which consist of papers filed by convicts in support of their petitions for pardon; formal demands from the Executives of other States for return of fugitives hiding in Illinois; and formal demands, or rather, duplicates of such demands, made by the Governor of Illinois upon the governors of other States. That gives you three series and the sub-classifications: Pardon records; Requisitions from Illinois; Requisitions on Illinois. Actually you will probably have other records which will fall into these same classification.

In his capacity of commissioning duly elected State and county officers, the Governor's office will accumulate other file series: Certificates of Qualification (certificates that the officer has been duly elected and has qualified by taking oath and filing bond); Bonds of such officers as file bonds directly with the Governor; Oaths of Office; Records of Commissions Issued; Applications for Appointment as Notary Public; Notary Public Bonds; etc. Thus under your main classification: Records of State and County Officers you will have a number of sub- or functional classifications, again broken down under sub-series.

That is all there is to classification. Actually, classification as such is not used the way librarians use book classification, as a method of physical arrangement and as a finding medium. Because of the variety of sizes of the documents, even within one classification, it is impracticable for the archivist to arrange his series in classification order. In other words, library classification is a filing system for books, counting each book as a letter would be in a file drawer. Archival classification, on the other hand, is an aid to the making of descriptive guides - in your descriptions of the records belonging to each department, it is useful to describe together related archival series, and the classification scheme helps you to see those functional relationships.

All this is probably confusing you more than you were already. If we can help you, though, please call upon us to do so.

Sincerely,

C. A. + L.

OFFICERS
MILTON R. MCLEAN, PRESIDENT
R. T. AITCHISON, VICE-PRESIDENT
R. F. BROCK, VICE-PRESIDENT
MRS. LELA BARNES, TREASURER

KANSAS
STATE HISTORICAL SOCIETY

KIRKE MECHEM, SECRETARY
TOPEKA

EXECUTIVE COMMITTEE
CHARLES M. CONRELL
JOHN S. DAWSON
T. M. LILLARD
MILTON R. MCLEAN
ROBERT C. RANKIN

April 12, 1947

Miss Margaret C. Norton
Superintendent of Archives
Illinois State Library
Springfield, Illinois.

Dear Miss Norton:

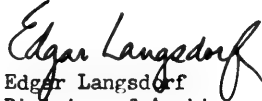
I will adopt your suggestion and forget about classification as such for awhile. Now I have only one other question, and then I will try to stop bothering you.

What criteria do you use in deciding whether a record may be destroyed? Is it possible to state any general rule in such cases? I must confess that if such a question were put to me I should reply that there could be no such rule, and probably I would be dubious about the intelligence of the questioner.

However, the situation now confronts me and I want to use the utmost caution in handling it. Our recent legislature passed a bill authorizing the destruction of specific records provided that the historical society does not want them for permanent preservation. Since you may be interested in the procedure I am enclosing a copy. I have already begun examining these enumerated records, considering them both as to possible legal and historical value. My marginal comments on the bill will give you an idea of my tentative decisions thus far. For practical legal purposes there is nothing to worry about, since all transactions to which these records relate have been outlawed by the statute of limitations. Considering them from the historical standpoint, however, is something else again. Almost any record is valuable in one way or another, yet it would be impossible to preserve all of them. Where and how do you draw the line?

I have received and read your article on classification in Archives and Libraries, 1940, and think it is excellent. Certainly it will be an immense aid to me.

Yours sincerely,


Edgar Langsdorf
Division of Archives

SENATE BILL No. 266

By COMMITTEE ON FEDERAL AND STATE AFFAIRS

AN ACT relating to certain records of the state architect, state fire marshal, Kansas state college of agriculture and applied science, workmen's compensation commissioner, state commission of revenue and taxation and the state highway commission, authorizing the destruction or disposition thereof as recommended by the state records board, and prescribing certain powers and duties.

Be it enacted by the Legislature of the State of Kansas:

SECTION 1. Pursuant to sections 75-3501 to 75-3504, inclusive, of the General Statutes Supplement of 1945, certain state records described in sections 2, 3 and 4 of this act of the state agencies as named in said sections 2, 3 and 4 and as set forth by the state records board in its official minutes of February 12 and 24, 1947, and which were recommended for destruction or disposition by said board in its recommendations to the president of the senate and the speaker of the house of representatives of the 1947 Kansas legislature, are hereby authorized to be destroyed or otherwise disposed of by the respective state agency having custody of such records or its authorized agent: *Provided*, That before any such records may be destroyed or otherwise disposed of a written notice describing same shall be given to the secretary of the state historical society at his office in Topeka, Kansas, and sufficient opportunity afforded him or his authorized agent for examination of such records for possible historical value to the state, and upon the written request of said secretary for any such record the same shall be delivered

19 to him or his authorized agent by the officer or agent having
 20 custody thereof: *Provided further*, If no such written request
 21 is made by said secretary within thirty days after giving such
 22 notice such records may thereafter be destroyed or otherwise
 23 disposed of.

SEC. 2. The following state records are hereby authorized
 2 to be destroyed or otherwise disposed of in accordance with the
 3 provisions of section 1 of this act:

4 (1) State architect (as per minutes of state records board
 5 of February 12, 1947):

6 (a) Office correspondence from 1929 to 1941, inclusive,
 7 except that all contract documents shall be extracted
 8 from such correspondence and kept in a permanent
 9 office file of the state architect.

10 (2) State fire marshal (as per minutes of state records board
 11 of February 24, 1947):

12 (a) Duplicate copies of original fire reports covering
 13 fires reported prior to the year of 1939.

14 (b) Correspondence files covering inspections made prior
 15 to 1939.

16 (c) Surplus copies of obsolete annual reports over six
 17 years old.

18 (3) Kansas state college of agriculture and applied science
 19 (as per minutes of state records board of February 24,
 20 1947):

21 (a) Vouchers, originals and copies (at least six years
 22 old).

23 (b) Bills, originals and copies (at least six years old).

24 (c) Purchase orders, originals and copies (at least six
 25 years old).

- 27 (d) Purchase requests, originals and copies (at least six
- 28 years old).
- 29 (e) Purchase order vouchers, originals and copies (at
- 30 least six years old).
- 31 (f) Monthly reports (at least six years old).
- 32 (g) Abstracts and budgets (at least six years old).
- 33 (h) Paid copies of fee and laboratory cards (at least six
- 34 years old).
- 35 (i) Canceled checks (at least six years old).
- 36 (j) Bank statements (at least six years old).
- 37 (k) Contracts six years after expiration.
- 38 (l) Correspondence and miscellaneous vouchers concern-
- 39 ing transactions which have been concluded six years
- 40 or more.
- 41 (4) Workmen's compensation commissioner (as per minutes
- 42 of state records board of February 24, 1947):
- 43 (a) Docketed cases from July 1, 1927, to January 1,
- 44 1941, being dockets No. 1 to and including 9,000,
- 45 excluding any cases in which compensation is still
- 46 being paid.
- 46½ (b) Accident reports from July 1, 1927, to July 1, 1940.
- 47 (c) Card records on accident reports from July 1, 1927,
- 48 to July 1, 1940.
- 49 (d) Final releases from July 1, 1927, to July 1, 1940.
- 50 (e) Form F reports from July 1, 1927, to July 1, 1940.

SEC. 3. The following records of the state commission of
 2 revenue and taxation (as per minutes of the state records board
 3 of February 24, 1947) are hereby authorized to be destroyed or
 4 otherwise disposed of in accordance with the provisions of sec-
 5 tion 1 of this act:

- 6 (1) Inheritance tax division:

7 (a) All unnumbered correspondence received or sent
 8 prior to January 1, 1941, relating to matters not
 9 considered necessary or essential for the purpose of
 10 the permanent files and records of the inheritance
 11 tax division of said commission.

12 (2) Ad valorem tax division:

- 13 (a) Copies of certificates of assessment, public service
 14 corporations, for years 1928 to 1934, inclusive.
 15 These are paper bound. *Originals kept in bound volumes.*
 16 (b) Tax grievances for years 1935 to 1939, inclusive. *Permanent record from 1907.*
 17 (c) Appeals from county boards of equalization, 1935 to
 18 1939, inclusive. *Orders of the board in these case are kept permanently.*
 19 (d) Applications for emergency warrants, 1935 to 1939,
 20 inclusive. *Orders & decisions available.*
 21 (e) Bound volumes of Moody's industrials and railroads
 22 *Destroy* for years 1935, 1937, and 1939.

23 (3) Central office:

- 24 (a) Copies of receipts issued to taxpayers for payment
 25 of cash at cashier's window and copies of receipts
 26 for cash payment received by mail, prior to Janu-
 27 ary 1, 1941. *Permanent cash received record is retained.*
 28 (b) Triplicate copies of transit machine record of re-
 29 cepts prior to January 1, 1941. *Duplicates kept.*

30 (4) Sales tax division:

- 31 (a) All taxpayers' ledger cards containing individual
 32 *Destroy* postings made prior to January 1, 1941. *Monthly returns by retailers.*
 33 (b) "Ledger journals" (carbon copies of machine post-
 34 *Destroy* ings) through December, 1940. *Duplicates of ledger cards not listed by number, not name of taxpayer.*
 35 (c) Index cards of taxpayers whose accounts were can-
 36 *Destroy* celled prior to January 1, 1941. *Cross-reference file cards.*
 37 (d) All copies of cash received records covering collec-

Destroy

All these are kept in another form for permanent preservation.

Destroy

Destroy

38 tions prior to January 1, 1941. (These are mere car-
 39 bon copies of the cashier's cash received records, and
 40 the originals are available for our examination.)

41 (e) Letters of transmittal received from tax examiners
 42 prior to January 1, 1941. *form reports of collection + transmittal of funds.* **Destroy**

43 (f) Sales tax returns, records of all assessment, audits,
 44 and correspondence covering periods prior to Janu- **Destroy**
 45 ary 1, 1941.

46 (g) Triplicate copies of tax examiners' receipts issued on
 47 commission form OM-219 dated prior to January **Destroy**
 48 1, 1941. *Copies of receipts issued to individual tax-payers.*

49 (5) Cigarette tax division:

50 (a) Cash received records, December 4, 1939, to January **Destroy**
 51 1, 1941 (being duplicates prepared for use by the
 52 cigarette tax division; originals are retained in cen-
 53 tral division)

54 (b) Ledger record of daily retail stamp sales for the **Keep**
 55 years ~~1927 through 1936~~. *Error, should be 1934-37.*

56 (c) Working paper of field audits of retail cigarette
 57 dealers (A to Z) for the years 1937 and 1938. **Destroy**

SEC. 4. The following records of the state highway commis-
 2 sion (as per minutes of the state records board of February 24
 3 1947) are hereby authorized to be destroyed or otherwise dis-
 4 posed of in accordance with the provisions of section 1 of this
 5 act:

6 (1) Vehicle department:

7 (a) Cancelled title applications (form No. 719) after
 8 microfilming.

9 (b) Additional fee receipts, after being in files six years.

10 (c) Operator and chauffeurs license applications, after
 11 six years, photographic copy to be retained.

- (d) Original vehicle registration applications and photo-static copies, after being on file for six years, to wit:
- No. 715M motorcycle registration applications.
 - No. 715A auto registration applications.
 - No. 715T truck registration applications.
 - No. 715Tr trailer registration applications.
 - No. 717AT lost auto and truck registration applications.

Dealer's applications and dealer's reports.

- (e) County treasurers daily report (form No. 704) after being on file for six years. Additional fee report (form No. 714) after being on file for six years.

(2) Maintenance engineer:

- (a) Equipment repair tickets (form No. 421) upon disposal of equipment, after six years in files.
- (b) Equipment service reports (form No. 534) upon disposal of equipment, after six years in files.

(3) Construction engineer:

- (a) Contractor's certified transcript of labor pay rolls (form No. PRA 176), after six years in files.

(4) Auditor:

- (a) Employee's time distribution report (form No. 419), after six years in files.
- (b) Personal requisition (form CS 116H), after six years in files.
- (c) Change of status (form CS 202H), after six years in files.
- (d) Equipment time distribution report (form No. 420S), after six years in files.
- (e) Cancelled warrants and coupons (highway anticipa-

- 42 tion fund) after having been audited by state ac-
43 countant, after six years in files.
44 (f) Paid benefit district refund claims (form No. 439),
45 after six years in files.

SEC. 5. This act shall take effect and be in force from and
2 after its publication in the statute book.

April 14, 1947

Mr. Edgar Langsdorf
Division of Archives
Kansas State Historical Society
Topeka, Kansas.

Dear Mr. Langsdorf:

The most helpful information on the destruction of records is to be found in miscellaneous bulletins issued by the National Archives, and I suggest that you write to Mrs. Betty Hamer who is in charge of the publicity department of the institution, requesting her to send you what she can. I saw Dr. Buck, the Archivist of the United States, week before last, and in discussing this problem of destruction of worthless records he said the National Archives have worked out some general principles on the subject, but that they are not yet ready to set them down on paper. In general, I would say that fewer State than federal archives should be destroyed and that, in Illinois at least, very few county records should be destroyed. I believe the explanation is that the larger the organization, the more forms are used as a manner in which executives can keep in touch with their organization, and that with the proportionately smaller staffs of the State departments more of the records which are made are suitable for permanent preservation.

It is no longer considered practicable to preserve every record that might possibly be used for historical purposes some time in the future. Government records were the only records kept in pioneer days, hence they form the chief source materials for biographical and socio-historical data. That is not true of the world today - in fact, if anything we are swamped by too much recording of what is going on in the world, and of this, the records kept by the government are no longer the most important. We in Illinois have set an arbitrary time limit on preservation of all government (state and local records), namely 1870, and no record created prior to that date may be destroyed.

The records known as housekeeping records - accounting records, research data that has been thoroughly tabulated, etc. are the records most suitable for destruction. Archivists, in discussing destruction of records, however, use a more positive approach and talk about records which ought not to be destroyed. We say that records should be preserved that reveal important information concerning the history and policy making

of the department. One person has suggested that we take the theoretical position of a catastrophe wiping out the entire personnel of a department. What records would be essential to someone coming in to set the department going again? He certainly would need to know what the department was doing, how it did it, what its policies were and upon what those policies were based and how and when those policies were put into force; also, how well they worked. Next he would want to be sure that those records which would protect the rights of the State or of individuals in their relations with the State, should be preserved for so long as that information would be needed to establish a right under the law or a fact essential to the individuals concerned. It is sometimes difficult to foresee a future use for a record. Normally archivists approve destruction of "housekeeping records" and departments usually think accounting records ought to be destroyed after an audit is made. Right now, though, our state employees' pension act is making every state employee prove the length of his service. Some of the older employees who served back in the days when department heads drew lump sums from which they paid employees rather than through issuing individual warrants, are having a terrible time proving how long they have been on the payroll.

I do not understand your State records board. Apparently your board approved the destruction of the records mentioned in your Senate Bill No. 266, yet the bill provides that the records may not be destroyed until the Historical Society has had an opportunity to sort out the historical items. You will never be able to enforce that prohibition, because the departments will destroy the records before you get there - I know by bitter experience. I would say that the archivist, if he participates in the deliberations of the board, should refuse to approve records for destruction unless he had made sufficient examination to determine whether they contained records of historical importance, and to have segregated those individual records or groups of records he would want preserved.

Not being familiar with your governmental set-up, I can hardly advise you about this particular list. Some of the things I would not count record materials at all and would not think it would be necessary to have any legislation on them: Surplus copies of obsolete annual reports of the State fire marshal, for instance. I would be dubious about the destruction of Kansas state college of agriculture and applied science contracts six years after expiration. We often have occasion to consult obsolete contracts both for historical and for legal purposes. I would want to know what the monthly reports contain and whether that information is kept elsewhere. I am also dubious about the destruction of the abstracts and budgets, though I am not sure what they may contain. Our automobile department is authorized to destroy records after five years, but the fact that the State owns only an incomplete file of registration books frequently embarrasses us, particularly annoys the FBI (I don't know what they want of them, but they do call for them frequently).

MILLERS FALLS

In other words, selection of records for preservation is a ticklish proposition. I am not so sure that even archivists know as much about the subject as they think they do. I am sure you will find helpful information through the National Archives, however, and I wish you success.

I hope you are planning to attend the annual meeting of the Society of American Archivists which meets in Denver this year the first week in September. If you do come, please be sure to make yourself known to me.

Sincerely,

Archivist

Miss Rogers:-

I would suggest
that Miss Norton, as Archivist
use her own judgment in
this matter & ask if she
wishes to write to any
Illinois member of Appropriations
Committee of Senate - or even
Senator Brooks - protesting
method being used as unfair.
I think personally it is a
very unfair method.

Whitman

Chicago, Illinois,
June 24, 1947.

Dear Margaret,

Enclosed you will find an excellent exposition of double crossing in politics, of which the National Archives bears the brunt. As you will note Bush's enemies are out to get him and are making progress. I presume the plot is to embarrass him to the extent that he will resign, replace him with someone who will be agreeable to the situation and then have this person appoint the plotters to the positions made vacant through the proposed legislation.

I do not know how much of this you already have learned. In any case I think you should know what is going on. You may or may not want to do anything about the matter, such as contact Brooks, who is on the Appropriation Committee of the Senate. The House Appropriations Bill comes before his Committee this week. The net result is that if the House Bill is approved, four good men, Foley, Portner, Lee and Rifkind, will lose their positions.

and without saving a dime in the Budget.

I presume the Illinois State Library charge which was proposed is out now. It should be. Helene has done a swell job and should be allowed to continue her work.

Thank you for your kind words about the Honorary League. I will write Helene too.
regarding her telegram on the subject.
Respectfully,
Herbert.

C O P Y

May 24, 1947

Dear Dr. Busk:

I am a former minor employee of the National Archives of the period of the Connor regime. I knew you slightly in your Publication days, tho I doubt that you remember me at all. I did not feel that I was out out to be an archivist and left many years ago for greener pastures. I retained some interest in people and work of the agency somewhat, and the information I am going to pass on came through these contacts. I have neither ill will nor love for any person in the agency and that includes you. I do not like to see, however, a man get a knife in his back from people he may be trusting. You may know all the information I am going to pass on to you.

For several months I have noted several of your employees, and former employees, running around the Hill buttonholing Congressmen and dishing out dirt about the Archives to all who will listen. On two occasions, once in the Department of Agriculture and once in a Chinese restaurant on E Street. I have chanced to hear these employees planning their program to give you, members of your personal staff, and the NA a good black eye with Congressmen and Senators in order to secure the removal of you and other employees objectional to them. About two months ago I heard Schellenberg (of Ag archives), Charles Stewart (of Reference) and Wells, and another heavy-set fellow who used to work in Ag archives but is now with Schellenberg at Ag Department, discuss in detail their plans to cripple the Archives by supplying dirt to Taber and some of the other Republicans on the Hill in order to hamstring you when you come up for budget hearings. They were eating lunch at a table close to mine and I could ^{over}hear all their plans. Dallas Irvine seems to be mixed up in this somewhere. At the Chinese restaurant on E Street I overheard Stewart and Jerry Davis discuss the same matter. Thro contacts on the hill I have learned that Stewart and some of the others have been beating a path to the door of Taber and others peddling their wares. They seem to have dug up all the lies and half truths possible and assisted members of the budget hearing committee to draft questions and other matters

to kill your budget on the grounds the agency is poorly administered. Schellenberg and the gang wants to see you, Dan Lacy, Portner, Riffkind and some of the others discharged and men more satisfactory to them put in. Schellenberg and the others have staked out some pretty good claims to jobs in the NA after your "incompetents" have been kicked out. I do not know if Schellenberg plans to be Archivist, but if he doesn't, then he has the man picked for the job. The planners seem to have Irvine in mind for Lacey's job, Stewart to replace that "damned " Hamer or some other person, Davis to kick out Price, Wells will replace Portner, the heavy-set fellow in Ag. Department to become head of Agricultural Archives, and a few other changes. You may know of this scheming and have taken steps to kill it. From their activity on the Hill, however, they are trying to give you trouble. During two short lunch periods and a little talk with a person I know in Taber's office, I have never heard a more cold blooded plan to rule or ruin. If they get away with it, you and some others will be out in the near future. I feel you have done a pretty good job as Archivist. Tho you had done a bad job, I still believe that your employees should have enough loyalty to you and your agency to try to make it a better place to work than to try to knife you and your key officials in the back.

I don't know what is behind all this, but forewarned is forearmed. Take my advice and look into it.

A former employee

STATEMENT WITH RESPECT TO PROVISIO ATTACHED TO THE INDEPENDENT
OFFICES APPROPRIATIONS BILL AFFECTING THE CIVIL SERVICE
STATUS OF EMPLOYEES OF THE NATIONAL ARCHIVES

The Independent Offices Appropriations Bill, as it passed the House of Representatives, contains the following proviso: "Provided, That no part of this appropriation shall be used to pay the salary of any employee of grade 5 or above in the professional service or of grade 11 or above in the clerical, administrative, and fiscal service who was originally appointed in the National Archives to a war-service appointment, except a presently employed veteran of either world war or a member of the active or inactive reserves AUE."

This proviso, if enacted into law, would have the effect of requiring the discharge from their present positions of four employees of the National Archives:

Ian Lacy, Assistant Archivist of the United States, P-7
Stuart Portner, Director of Administrative Services, CAF-13
Guy Lee, Archivist, P-5
Herbert Hifkind, Administrative Officer, CAF-11

The proviso does not save any money. It does not have the effect of abolishing the positions occupied by these persons and was apparently not intended to have that effect. It merely requires these particular persons to be discharged from the positions.

The proviso makes no reference to the present civil service status of the employees concerned but merely to the circumstances of their original appointment to the National Archives. Of these four employees, Mr. Lacy now has permanent civil service status. He has been in the Government service for more than 11 years and on the staff of the National Archives for more than 5 years. Dr. Lee, Dr. Portner, and Mr. Hifkind, who have also been on the staff of the National Archives for approximately 5 years, have all taken their appropriate civil service examinations to qualify them for permanent appointment and did so at the first opportunity afforded them. If any one of them should fail to pass his examination and to qualify for permanent appointment he would, of course, be dismissed under the regular civil service laws and regulations. Any one of the four, whether or not he has or may attain permanent status, will also be dismissed under the regular civil service laws and regulations if there is any claimant for his position who has superior rights to it by reason of seniority or veterans preference.

The proviso, hence, entirely unnecessary as a means of protecting the rights of persons who originally had permanent appointments. Its only immediate effect and its apparent intent would be to deny to four particular employees their rights under general civil service laws and regulations. It is, in other words, special legislation incorporated in an appropriations act for the purpose of making exceptions, with respect to particular individuals, to the general laws and regulations under which the civil service is administered.

It should be noted further that the proviso if enacted into law would not only require removal from their present positions of these particular persons, but also for so long as the proviso remained in effect would deny promotion to any positions of the grade specified to any employee of the National Archives now in a lower grade (except veterans and members of the organized reserve) no matter what civil service status such an employee now has or may attain, no matter how high he places on a civil service examination, and no matter how excellent his work, if it happened that his original appointment to the National Archives was made under war service regulations. This group of employees-- including not only the 4 immediately affected by the bill but also all others at lower grades who came to Washington to work for the National Archives during the war when the Government desperately needed people and who served the Government during the entire war period--are seriously penalized in comparison with people who never worked for the National Archives at all.

If the proviso goes into effect the National Archives would be perfectly free to appoint to any position at P-5 or CAF-11 or above persons who were originally war service appointees in other agencies and who never worked for the National Archives, and would be perfectly free to appoint from registers established by the Civil Service Commission persons who had never been in the Government service at all; but it could not promote to these positions its own employees who came to work for the National Archives during the war even though they may have excellent records and may have placed much higher on the appropriate examinations than persons in other agencies or outside the Government.

TIMES-HERALD
 Washington, D.C.
 June 14, 1947

NOP ARCHIVES OFFICERS FACE PAY CUTOFF

By Howard Lewis

Dan Lacy, director of operations at National Archives, and a group of other highly paid employees will have their salaries cut off completely under an unusual and drastic budget cut recommended for the agency yesterday by the House Appropriations committee.

The provision states that no war-service appointees who now occupy grade 4 or above in the professional service or a grade 11 or above in the clerical, administrative or fiscal services, can be paid out of the agency's new appropriations.

Rep. Phillips (R) of California disclosed that a preliminary probe had been made at Archives, which he said revealed:

1. It "is not efficiently operated.
2. It "is top heavy with big pay people.

3. High-salaried appointments have been made at the expenses of clerks.

A thorough full -scale investigation of Archives will be made during the summer and the agency will be stopped from making an "unauthorized" history of the war and probably relieved of its duties in operating the Franklin D. Roosevelt Library at Hyde Park, he said.

At the same time, Phillips accused the Agriculture department of sending out "five times as many pink dismissal slips" as necessary to units at the "grass roots" level, in an effort to stir up opposition to the cuts from the people "back home."

He pointed to a similar method used by Treasury ~~when~~ for some of its units when the Treasury's 1948 appropriation bill was reported out earlier this year and said that committee members are taking a "dim view" of Agriculture's dismissal action.

Top Archives Officers Face Pay Cutoff

By HOWARD LEWIS

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67A-2
July 1, 1947

Dr. Herbert A. Kellar
Mc Cormick Historical Association
649 Rush St.
Chicago, Illinois.

Dear Herbert:

Your letter and its contents disturbed me greatly, though I was pretty well aware of the situation. The National Archives was seething when I was there in April and Solon himself was frantic with worry. Some of his trouble stems from his own ineptness at public relations of which even his best friends are aware, much of it from the politician's habit of drastic cuts accompanied by much fanfare where small institutions are concerned, probably from undercuts by ambitious persons out for other peoples' jobs as the one letter would imply. I do not know whether the fact that all these men on Buck's staff at whom they are shooting were connected with the old HRS is a factor, though I suspect it is; neither do I know whether or not Buck wanted them or whether they were foisted off on him. There seemed to me, at one time, to be a scheme on foot for the revival of the HRS and possibly for that group to get control of the Society of American Archivists. Be that as it may, we know that Rifkind and Lacy are capable men; I suspect the other two are also. I suggested Portner for Beeson's job as successor to Fuller in Michigan and the people there said they did not want him so I would not know about him. I showed your letter to Miss Rogers and she said, "Let me show it to a certain person in the 'Front Office'." I don't know whether he will be amposition to do anything or will want to, but let's try, anyhow. The fact that Rifkind is an Illinois man and Buck was a professor at Illinois at one time might make it possible to exert some influence." I am not too hopeful on that score, especially since we couldn't do anything until the General Assembly adjourned last night.

Our State Library bill was kept alive and not killed until last Wednesday, so we feel we have a rather close squeak. It was a situation quite similar to the Washington one. Someone after the job got hold of some nice little old lady librarians who wanted to slumber along instead of following Miss R's aggressive leadership; some disloyal staff members told stories about things they knew nothing about; and the politicians had a good time. If it had not been for the reapportionment bill I am sure the library would have gone. Under this bill the archives would have been split up because there are constitutional and legal complications about taking certain of the most important archives of the state out of the custody of the Secretary of State. I resigned my membership from Illinois Library Association as the only way I could register a protest.

Sincerely,

3,4, + 8,
MASSACHUSETTS INSTITUTE OF TECHNOLOGY
CAMBRIDGE 39, MASSACHUSETTS

June 27, 1947

Miss Margaret Norton
1105 South Second St.
Springfield, Illinois

Dear Miss Norton:

At last we are getting into a position where we can consider the resumption of the Journal of Documentary Reproduction, and I am now in search of information on publishers etc. I know that through The American Archivist you have had some experience with Banta. How satisfactory is the arrangement and service? If you can supply me with any information on costs of production and mailing, the data would be most useful. I do not know whether Banta will be in a position to undertake additional accounts at this time, and if you know of any comparable organizations could you let me have the addresses.

Sincerely yours,

VDT

Vernon D. Tate

VDT/jl

July 3, 1947

Dr. Vernon D. Tate, Librarian
Massachusetts Institute of Technology
Cambridge 39, Massachusetts.

Dear Dr. Tate:

If you can get Banta for publisher for the Journal of Documentary Reproduction I am sure you will like them. I have never had business dealings with a finer firm. They take a personal interest in both the editor and the magazine and a professional pride in seeing that it goes out as artistically perfect as possible. Not only does proof come remarkably clean, but they watch for those little editorial slips in form and spelling which mean so much. They redesigned our format for The American Archivist and offer suggestions for improvement freely yet tactfully. Each periodical published them is serviced by its own service man who follows through personally. Our man is Harold J. Bachmann. All this meticulous attention to detail is quit important for a technical magazine - more important for yours than for the one I edit.

Another advantage which Banta has is that they are in the heart of the paper mill industry centering around their neighboring town of Appleton. Not once have we been held up by their inability to get paper, which is something to consider.

I am glad to hear that the Journal is to be resumed. Meantime, please do not forget that you are still on the Technical Committee for The American Archivist and we need items in your field - particularly one page or less fillers.

Miss Miss Rogers, our Assistant State Librarian has asked me to find out something more about something she read about something the Bancroft Library is working on which would give positive prints on rolls of paper at about 12 cents each. I presume that is the reduced size photostat machine you mentioned in your paper. Is this likely to come on the market soon?

Sincerely,

ROBERT L. WILLIAMS, PRESIDENT
THOMAS H. DOYLE, PRESIDENT EMERITUS
EMMA ESTILL-HARBOUR, VICE-PRESIDENT

CHARLES EVANS, SECRETARY

WILLIAM S. KEY, VICE-PRESIDENT
JESSIE R. MOORE, TREASURER
GRANT FOREMAN, DIRECTOR
OF HISTORICAL RESEARCH

OKLAHOMA HISTORICAL SOCIETY

HISTORICAL BUILDING

OKLAHOMA CITY 5, OKLAHOMA

April 9, 1947

Archivist
The Illinois State Historical Society
Springfield, Illinois

Dear Madam:

Realizing the importance of keeping abreast of the times and in contact with others interested in the same matters, I am writing this letter with the idea of comparing the size, content and functions of our respective departments.

In this connection I am enclosing some printed material that will describe in detail the Indian Archives Division of this society. You will notice mention is made to the cross-indexing of the Indian records in our custody, which compose the largest collection in this division. I might add that we already have 52 filing case drawers containing one thousand index cards each on which there are from one to fifteen references. Also, the collection of 112 volumes known as the Indian-Pioneer History, Foreman Collection, is very minutely cross-indexed.

The salaries of all members of the staff of the Oklahoma Historical Society are fixed by an Act of the Legislature of this State, that of the Archivist being \$1800.00 per annum.

It would be most interesting and enlightening to be informed as to the size and nature of your Archives Department, how the work is carried on, and the salary of the archivist.

I am enclosing a self-addressed stamped envelope for your convenience in replying.

Thanking you, I am,

Yours very truly,

(Mrs.) Della Looney
Archivist, Indian Archives Division.

Foreword

As Oklahoma is a young state, much of her pioneer life is not far in the past and many of the people who lived through those days are still alive. Opportunity existed to secure their recollections for preservation as an incomparable source of Oklahoma history and plans were made to profit by the situation.

The papers in these volumes represent the fruition of these efforts, achieved through the labors of Works Progress Administration Project S-149, sponsored jointly by the University of Oklahoma and the Oklahoma Historical Society, with headquarters at Muskogee. It was conceived and carried on primarily with the view to collect from living witnesses vital facts and impressions of pioneer life in Oklahoma. To this end a force of field workers numbering from eighty to one hundred was maintained throughout the state. This force was made up of persons located in various counties whose duty it was to interview people having knowledge of pioneer life and experiences worth recording and preserving.

In the early part of the work, over a period of several months, 25,000 questionnaires were sent out over the state that resulted in the collection of many interesting papers from persons who cheerfully recorded their impressions of early Oklahoma life. When the questionnaires and papers prepared by the field workers were turned into the office they went through the hands of the editors; when put in proper form they were typed in duplicate, one copy for the University and one for the Oklahoma Historical Society.

The reader will find a great diversity in the quality and character of the papers for this material was not obtained and compiled by experts. The project was set up for the purpose of giving employment to persons on relief and all the employees in the field were taken from relief rolls; efforts were made to secure workers who had an intelligent conception of the work and a sense of historical values; who were qualified to interview subjects and record the results of the interviews. A gratifying number of such were found but some who were necessarily included on the rolls possessed but meager qualifications. The field workers were directed to record the interviews obtained by them as nearly as possible in the language of the person interviewed in order to preserve the atmosphere and verities of the subject.

There may be occasional mistakes of historical fact in these papers. These stories are intended to preserve simply the recollections of old-timers and such accounts are necessarily subject to the vagaries and limitations of the average human mind. But the great preponderance of the stories contained in these volumes are historically correct. In the aggregate they present an accurate cross section of early Oklahoma life, absolutely authentic in its broad historical application. The pictures of pioneer living presented here may be relied upon.

For the student who wishes to acquaint himself with pioneer life, there is no other source in existence comparable to this in Oklahoma or in any other state. It is thus unique because in no other state is the pioneer so near to us, the effort was not made in time and it is not now possible to capture the annals of the pioneers to the extent we have done.

It is hoped and believed that the material in these volumes will prove a valuable and lasting contribution to the history of Oklahoma and will enrich the field for historical writing.

Use of these volumes will be greatly facilitated with the completion of the index now under way. As the work nears the end it appears that it will extend to about 110 volumes of not less than 500 pages each, an average of about 100 stories or interviews to each volume, a total of more than 55,000 pages and 11,000 manuscripts.

From the first, the work of this project was planned and conducted by the undersigned who on two occasions withdrew from it to resume his writing; during those intervals it was carried on first by Mr. J. Stanley Clark and second by Mrs. Laurie F. Bronson, who has remained with it to the end.

MUSKOGEE, OKLAHOMA

GRANT FOREMAN

On July 20, 1937, the Board of Directors of the Oklahoma Historical Society adopted a resolution directing that the papers in these volumes be known as The Grant Foreman Papers.

James W. Moffitt,
Secretary.

This reveals the worth and service of one Department alone of the State Historical Society - there are five others.

Charles Evans, Secretary of the
Oklahoma State Historical Soc.

January 5, 1944.

Dr. Evans:

There are in the Indian Archives Division of the Oklahoma Historical Society approximately 2,600,000 pages of manuscripts and 6000 bound volumes, the largest collection of Indian documents in the United States outside of Washington, D. C. Of the above manuscripts and bound volumes, the following were placed in the custody of this society under Act of March 27, 1934 (Public No. 133), by the following Indian agencies:

	<u>Pages of Manuscripts</u>	<u>Bound Volumes</u>
Cheyenne & Arapaho Indian Agency	566,686	886
Chillico Indian School	127,357	140
Kiowa Indian Agency	749,335	519
Mekusukey Academy	64,314	30
Pawnee Indian Agency	211,200	907
Quapaw Indian Agency	26,073	
Shawnee Indian Agency	485,362	617
Five Civilized Tribes Agency:		
Cherokee	72,410	2602
Chickasaw	17,510	
Choctaw	54,083	
Creek	55,973	
Seminole	228	
Miscellaneous Indian Agencies		63
	<u>2,430,531</u>	<u>5764</u>

Included among the remaining papers which are under my supervision as Clerk-Archivist are several large private collections known as the Grant Foreman Collection which includes 112 volumes of Indian-Pioneer History, being interviews with old-timers of the State, as well as many volumes of typewritten copies of original documents in the United States and London, England, secured by Doctor Foreman through the years; the J. B. Milam Collection of mineral and agricultural leases of land of members of the Five Civilized Tribes; the F. B. Sovers Collection of personal papers; and the John B. Moserve Collection of data relative to the Chiefs of the Five Civilized Tribes. There are also many smaller collections of manuscripts on file in the Indian Archives Division.

All of the documents in this Department have been classified as to subjects, filed chronologically, and approximately one-third of them have been cross-indexed for the convenience of the many research students who include attorneys-at-law, college students, writers, teachers, genealogists, and persons in quest of birthdates, birthplaces, family history, Indian history and other information.

(signed) Rolla Looney
Clerk-Archivist, Indian Archives Div.,
Oklahoma Historical Society.

April 12, 1948

Mrs. Rella Looney, Archivist
Indiana Archives Division
Oklahoma Historical Society
Historical Building
Oklahoma City 5, Oklahoma.

Dear Mrs. Looney:

You have given us a rather large order, but we will attempt to give you the information you want, because we know how important it is for one to have full information when seeking the biennial budget. If we do not give you all the information you need, please write us again.

In the first place, the historical and archival work of the State of Illinois are ~~xxx~~ under two separate institutions:

The Illinois State Historical Library is governed by a board appointed by the Governor. It is headed by the State Historian who is also Secretary to the Illinois State Historical Society. This institution maintains the State's historical library which specializes on Illinois history and biography (one of the most, if not the most complete Lincoln collections in existence), Illinois newspapers, maps, private papers, including church archives. It publishes the Illinois State Historical Journal (the Society's journal), the editing being done in the Library, but with perhaps some State as well as Association funds; as Historical Library publications it issues the Illinois Historical Collections, a biennial volume of source material. The Transactions of the Historical Society are also, I believe, edited by the Library but other costs are borne by the Society. The library also collects genealogy. Just now the Library is editing an Album of Illinois History, similar in scope to the Album of American History, this being designed especially in connection with the teaching of Illinois history in schools. The function of the Historical Library is to promote interest in history. The preservation and exploitation of historical sites and historical markers is under the Department of Public Works and Buildings, but of course the Historical Library assists in the research. The Library has a collection of figurines of Illinois women, but maintains no historical museum at present, chiefly because of lack of space. The State Museum has a small collection of historical diorama.

The Archives Department is a section of the Illinois State Library of which the Secretary of State is State Librarian. The active administrator of the State Library is the Assistant State Librarian. Such administrative work as the budget, ordering of supplies, personnel, etc. is handled through the Administrative Office of the Library, releasing the Archives Department for purely professional work. There is no conflict of jurisdiction between the Archives Department and the Historical Library because the Archives Department accepts only official State and County records, while the Historical Library accepts only private papers. Both can legally accept local records, but as a matter of practice the Historical Library has turned over practically all its holdings of county records to the Archives. The Archives encourages local governments to take care of their own records and takes them only on deposit until such time as the county can take adequate care of the records or territorial records of the French period when the counties were not local governing bodies but rather territorial governments.

The Archives Department of the Illinois State Library occupies its own building having a cubic filing capacity (note this is filing capacity not cubic feet of vaults) of 100,000 cubic feet. The departmental vaults (for semi-current permanent records destined for the archives) are 71 % full and the archives vaults 40 % full. The plot on which the building stands is reserved to the State Library which plans to attach its building to ours, making ours the first unit of the State Library Building. Present plans will give the Archives four times its present filing capacity when the new building is erected. I do not know the present size of the Historical Library but I would guess 100,000 to 200,000 volumes.

The Historical Library is under the State position titles and salary rates act, which explains the salary range allowed by the budget. We have a line budget. All positions except clerks and custodial personnel are supposed to be under civil service, ~~there~~ during and since the war it has been difficult to fill the service lists so there has been a larger proportion of clerks employed under temporary permits, particularly in the Archives. The budget of the Historical Library provides \$85,230 for personal services, as follows:

State Historian	\$330-\$415 per month
Historical Research Editors II	\$280-330
Historical Research Editors I	185-245
Librarians II	185-245
Librarians I	150-200
Clerks II	145-185
Clerk-Stenographers II	150-200
Clerk-Stenographers I	130-165
Janitors II	145-185
Janitors I	115-155
Library Assistants	115-155

Clerks I	115-155	
Clerk-Typists I	115-155	
For Extra Help	\$1,600	for Biennium
For Contractual Services	5,600	
For Office Expenses	5,565	
For Travel	1,250	
For Commodities	200	
For Equipment	20,000	
For Contingencies	1,000	
<hr/>		
Total, Ill. Hist. Lib.	\$120,045	

For the Archives Department I cannot give you complete figures because the appropriation is to the State Library as a whole and the amounts for the separate departments are not differentiated, even in designating personnel - for instance, so many stenographers for the library as a whole, etc.

The staff normally consists of the Archivist and eight assistants, exclusive of janitors, watchmen and engineers and other maintenance men who are carried on the payroll of the Superintendent of Buildings and grounds and who also furnishes heat and light, as well as maintenance.

The archivist receives \$4000 per annum, the field visitor for archives \$2500, the assistant archivist \$2700, the two photographers \$2000 each. In addition we normally have a cataloger, a stenographer, two reference desk assistants and a filing clerk (all ~~XXXXXXXIX~~ of the latter three being appointees).

All State employees are under a liberal pension fund, employees paying five per cent and the State contributing five per cent of their annual salaries; the State pays also for prior service (i.e., for the years before the adoption of the system). Normal retirement is sixty-five years but it can be taken at a reduced rate at sixty; seventy is age for compulsory retirement. There are also disability, death and dependency allowances. Full membership in the fund is reached after the employee has contributed three years. Maximum retirement annuity is 50% of the maximum salary for the last five years.

The State Library is open 8:30^{A.M.} to 5 P.M. weekdays except Saturdays when it closes at noon. It is closed on all legal holidays. The staff works 33½ hours a week on a staggered schedule. The normal vacation is two weeks, but department heads and others who normally put in considerable overtime are generally granted an extra week. Time is given for attendance at professional conventions, all expenses being paid for those on the program, part expenses for others. All professional members of the staff are encouraged to attend at least one such meeting each year and to take an active part in professional organizations through holding offices and committee work.

The Illinois Archives Department, as you doubtless know, has pioneered in the development of the idea that an archival agency is not merely a custodial agency for the care of historical records, but has a primary duty towards other departments in helping them promote more efficient management of records. Several years ago the archivist gave a course in records management for the benefit of chief file clerks and office managers of the various State departments. Monthly articles on various phases of archival work appear in the staff bulletin, Illinois Libraries.

We estimate that we have about ninety percent of the State's non-current and semi-current records in the Archives Building - that is, of the important records not in too current use for the departments to be able to let out of their own offices. Several departments assign full time clerks to service the records in their departmental vaults. Several other departments have entrusted current records to us for security purposes, for instance, the enrolled laws and deeds to State property - these have to be used in the building.

As you know, the unique feature of our building is that we have provided a series of departmental vaults for the care of semi-current records which need the physical and moral protection of the building. No records may be filed in these vaults until the departments have convinced us that the records are permanent records and we have issued an authorization therefor. We keep the keys to the vaults at our reference desk, issuing the keys to clerks whose signatures have been sent us by the departments as authorized to have access to the records. We never enter the vaults ourselves, and the departments do not have to tell us which records they consult in their vaults or remove for temporary office use. At the end of the month the vault admission slips, stamped with the time of entrance and departure from the vaults, are sent to the respective department heads so that they may know which of their clerks have had access to their records.

The archives and principal indexes of the archives department are as follows:

A shelf inventory of all records in the archives proper
A list of all categories of records authorized to be transferred to the departmental vaults, including dates.
The inventory of the records of all State departments made for us some years ago by the Historical Records Survey.

A catalog which we call our Reference File which contains only only the customary descriptive guides on series, but many subject and functional cross references, and a miscellaneous collection of notes concerning the places we have found items in unusual places, information about missing documents, etc., all arranged in dictionary form.

An accession record which lists chronologically and by number the records received in each shipment.
Our authorization for transfer to the departmental vaults file.
Our receipt for transfers file, including correspondence concerning completed and pending transfers
Reports files: monthly reports from each member of the staff to the archivist; copies of the archivist's monthly narrative and statistical report filed with the Assistant State Librarian.
History of State departments - an elaborately cross-referenced study of the development of governmental functions for each department ever created from territorial times to the year 1943 (1st 125 years of Statehood) with bibliographical citations to session laws.
Correspondence file.
Consolidated name index to all names appearing in the State records through the year 1850. Incidentally, we do only such genealogical work as can be answered from this file and from census records on deposit.
Appropriate series indexes. We do practically no calendaring except for early correspondence files.

The Illinois Documents Department, another department of the State Library is also housed in the archives building. This department endeavors to collect all State issued printed documents, though the Historical Library has some earlier documents which we do not have. Eventually we shall have duplicates made of these. One copy is kept on reserve, duplicate copies circulate as reference demands.

Destruction of records for State departments is handled through recommendations made to the General Assembly by the State Records Commission which consists of the archivist as president, the state historian as secretary, the State Librarian or his designated representative as a neutral party, and the director (or elective state officer as the case may be) or his designated representative, of the department concerned, plus the head of the division which is applying for permission to destroy records, these last two representing the department. All five must agree to and sign the recommendation. Getting the bill through the General Assembly is the responsibility of the interested department. Scheduling is permitted - that is, once the department has secured legislative permission to destroy records of a certain category, destruction of records of that category in the future may be authorized by the Records Commission without going again to the General Assembly. The Records Commission also is required to approve the quality of microfilms substituted for original records. Departments are not compelled to secure permission to destroy records through the Records Commission - they can go directly to the legislature, but the General Assembly committees discourage this.

There are a number of other things I could tell you about, but perhaps this will answer your major questions.

Sincerely,

Archivist

THE PENNSYLVANIA STATE COLLEGE
THE COLLEGE LIBRARY
STATE COLLEGE, PA.

RALPH W. MCCOMB
LIBRARIAN

April 5, 1951

Illinois State Archives
Springfield, Illinois

Gentlemen:


Some years ago when I visited the Illinois State Archives I remember having been shown certain cellophane envelopes which had been used to preserve old letters and documents and I remember that at that time I was told you had certain doubts as to the safety of these devices since some fumes were given off which were deleterious to the paper.

Now I have seen in a recent issue of the Philadelphia Inquirer a reference to certain Lincoln letters, the property of Charles V. Darrin of Wellsboro, Pennsylvania, which were destroyed by chemical fumes in some collection in Springfield, Illinois. Putting the above two facts together I have been wondering what you may know of this episode and whether or not you have any information which would be of value to us in this matter.

The reason for my writing is that we bought a year or so ago a specially prepared looseleaf notebook containing cellulose acetate envelopes put out under the trade name National. We have not yet found out who is the actual maker of this product. Last year we wrote to the National Archives thinking they might have some help for us and they did not seem to feel there was anything wrong with these envelopes but they suggested that we ask our Chemistry department. Without thorough study of the matter our Chemistry department reported that they thought there was nothing objectionable in the material used. Since this recent report, however, they have agreed to make certain tests including an accelerated aging test and perhaps they will have information for us.

In the meantime I am writing you with the thought that perhaps you have already gone into this matter at sufficient length to save us further investigation and you may have had sufficient experience that would be of some help to us. I would be very grateful if you would send me whatever information you may possess and I should be glad to communicate in return any information we may secure if you are interested.

Sincerely yours,


Ralph W. McComb
College Librarian

April 11, 1951

Mr. Ralph W. Mc Comb
College Librarian
The Pennsylvania State College
State College, Pa.

Dear Mr. Mc Comb:

Some years ago Gaylord Brothers brought out a cellophane envelope for manuscripts which they called Man-U-Save. They claimed the material was treated to screen out ultra-violet rays. We bought and used some of these envelopes, but took the materials out of them in a few years because the adhesive with which the cellophane was affixed to the envelope "bled" onto the documents, and also the cellophane soon stretched as it was unstable as to size. Also we became aware that cellophane and not cellulose acetate was what was used for the window. Of course cellophane is not pure cellulose and I rather think contains nitrate which does give off fumes. Gaylord's subsequently took this product off the market.

Whether or not Mr. Darrin used this product of course we do not know. Personally I doubt that it was the Gaylord product as these envelopes of ours are still about and I cannot see that the paper frames nor the paper in which this has been wrapped for some years have changed colored as would be the case if the cellophane had a deleterious effect upon paper.

About the same time, the Minnesota Historical Society gave some publicity to their experiments with binding manuscripts in celluloid envelopes held together with scotch tape. Again, celluloid has a nitrate base which would not be good for paper. Again I question if Mr. Darrin's letters would have been so completely destroyed as he claims as the result of using celluloid.

A number of people were experimenting with various liquids sprayed or brushed on documents. These had the effect well known to all of us, of the old fashioned mending tapes - they crumpled and turned the paper brown. One salesman urged me to try his product - something used in the "mothball" operations of the navy. I took one look at the label which said in inch high letters "Highly Flammable". Another sales man claimed to have invented a secret formula (he was a wall paper hanger by trade). I got out of him that among the ingredients were sugar and baking soda, than which I could think of nothing worse for paper.

It occurs to me that perhaps what actually destroyed Mr. Darrin's papers was not his container but an insidious form of mildew which is really penicillin. This starts like a white pin-point of powder - maybe a tiny bubble in the paper itself. If not caught and exposed to strong sunlight or infra-violet rays this spreads rapidly. The first thing you notice is that the paper seems soft and the ink

fades. Most people think of mildew as being purple and they do not recognize this other type as such. That happened to the records of one of our Illinois counties. They went through the 1937 floods, were dried out and apparently undamaged, but in a few years the officials noticed the ink was fading and asked our advice. We urged them to have the records microfilmed immediately, which was done. I have not checked on these records recently, but imagine they have practically turned to pulp. If Mr. Darrin's documents had this mildew on them and the moisture in the papers was sealed in, ~~the~~ the deterioration would be rapid.

I am not familiar with the trade product called "National." If the materials used are really a good quality of cellulose acetate there is no reason for being concerned about a deleterious effect.

The Philadelphia Inquirer was incorrect in stating that the Lincoln papers destroyed were in a collection at Springfield, Illinois, I believe. I read the account somewhere else (I don't remember just where now). If it had happened in Springfield I am sure that we would have been shown the papers and our advice asked which has not happened.

Sincerely,

MARGARET C. NORTON
Archivist

November 29, 1947

Mr. C. Herrick Hammond
Division of Architecture and
Engineering
Department of Public Works
and Buildings
State Armory and Office Building
Springfield, Illinois.

Dear Mr. Hammond:

A request has come to us from Mr. Victor Gondos, Jr., chairman of the Committee on Archival Buildings of the Society of American Archivists for a complete set of plans and specifications of the Illinois State Archives Building and its equipment. This material is kept and consulted at the National Archives by visitors from all over the world who go there to consult on the designing of archival buildings. Mr. Gondos is an architect by profession, unable to continue his professional work because of war injury. You may possibly know him.

If it is possible for you to send this material I should greatly appreciate it. The address is

Victor Gondos, Jr.
The National Archives
Washington, D.C.

Sincerely,

MARGARET C. NORTON
Archivist

Miss
December 12, 1947

FROM: Architectural Assistant
TO: Mr. Victor Gondos, Jr.,
The National Archives,
Washington, D.C.
SUBJECT: Illinois State Archives Building

Dear Mr. Gondos:

We are in receipt of a letter from Miss Margaret C. Norton, Archivist, under date of November 29, requesting that you be provided with a complete set of plans and specifications of the Archives Building.

Please be advised that these plans have been forwarded to you under separate cover. We regret that we do not have specifications available on this project.

Yours very truly,

DIVISION OF ARCHITECTURE AND ENGINEERING

JH34G
cc Miss Margaret C. Norton

JH34G
Architectural Assistant



TEXAS LIBRARY AND HISTORICAL COMMISSION
GOVERNING BOARD OF THE TEXAS STATE LIBRARY

JOHN GOULD, CHAIRMAN
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MRS. HERBERT GAMBRELL, SECRETARY
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L. W. KEMP

MRS. HERBERT GAMBRELL
FAIR PARK
DALLAS 1, TEXAS

January 11, 1947

Mr. Leon deValinger, Jr.
Miss Margaret C. Norton
Mr. Morris L. Radoff

Dear Friends:

This is a very urgent plea for help from you. Texas is about to make an important decision affecting its state records. Our Commission is being asked to vote upon a proposed bill setting up a two-year \$200,000 project for microfilming the non-current state records.

This project is being urged by our new State Librarian, a crackerjack man and librarian but not a records man.

Our Commission is to meet at Dallas on January 16, and I should like to have your reply on hand then if it is to do me much good. The haste of getting this off to the three of you (who in my opinion are the three most competent people in the United States to advise us) means that I do not have time to fully describe the complexities of our full situation. In general the Texas State Archives, a division of the Texas State Library, have been operated purely with a historical slant and the problem of non-current states records has not been handled. Emergency need of space brings on the current microfilm proposal.

The present archivist in Texas is an able historian, much beloved by members of our Commission, not interested in records management. Hence my use of my term "Records Administrator" rather than "Archivist" in the inclosed letter. In Texas the word "archivist" connotes a custodian of historical records.

Actually, however, the present law vests authority in the State Library to demand custody of non-current state records and names the State Archives as their depository. In other words, the fact that we have not handled state records has been a circumstance growing out of the fact that the State Archivist and previous Commissions have conceived our functions less broadly than do the statutes and the entire emphasis has been on history.

The inclosed copy of my letter to the State Librarian will give you as good a picture as I can in my haste of the general circumstance. The views expressed therein I have picked up through the years from association with you and other state archivists; perhaps I have not been an apt pupil.

Please give your best thought to the ideas I have advanced in the inclosed letter. If you consider my position in the matter sound, please send me a statement of your views, so worded that they will not reflect that I have sent you a copy of this letter, but conveying that I have written you asking your advice on the problem in general, and expressing your ideas on the relative desirability between a records management program and an exclusive microfilm program. Please write me Air Mail so that I will have your letter at my office at Dallas by January 16 if possible. In the event the views I am expressing are erroneous, please do not hesitate to write me to that effect.

With kindest personal regards to each of you,

Sincerely,

G. G. Gambrell

C O P Y

January 9, 1947

Mr. Francis H. Henshaw
State Librarian
Texas State Librarian
Austin 11, Texas

Dear Mr. Henshaw:

It was not my intention to raise objections to a mail ballot; my point was that it seemed to me your letter gave the impression I was recommending a mail ballot, and this was at variance with my intention.

I get the impression from your letter of January 6 to Mr. Kemp that I have inadvertently offended you in expression of the view that the Commission needs record management counsel. This view is so fundamental in my thinking that I do not know how to discuss the problem without this basic assumption entering into it. Please accept my assurances that I consider the fact that you are not a Records Administrator a matter of simple realism and not a circumstance in any wise reflecting on your intelligence or competence.

The field of record management is not an unmasterable one; as a matter of fact I know a number of individuals who operate in it without a tenth of your mental ability. I have no doubt in the world that it would be a field you could master if there were time for you to secure the requisite experience, but I consider that it would be a waste of your valuable capacities in other directions to take the time to acquire this experience.

The basic element of our problem is that, to discharge the record responsibilities imposed on us by statutes, we need a Records Administrator permanently on our staff. This lack handicaps you and the Commission.

Suppose, as an analogy, that when you took over the Library we had not happened to have Miss Connerly to serve as Legislative Reference Librarian, and that the statutes had given us a responsibility to supply a legislative reference service. In this hypothetical circumstance, I think it would be entirely possible for you to take a law degree from the University of Texas, make a study of legislative service elsewhere and handle the service yourself, but I would consider it a very great mistake for you to do so.

I did not understand until our discussions in your office following the Board of Control conference that you had in mind undertaking the records management program personally. It was following my learning that you did have this in mind that I stated to you that this was a matter the Commission would have to decide and that I would not take any part in it. My personal view is that it is inadvisable.

The difficulty I feel most strongly, not only in the situation but in endeavoring to discuss it with you is that we do not have the same view of what the problem is. In my thinking the problem is one of records management; in your thinking your problem is one of microphotography. I consider microphotography merely one of a number of tools for the solution of records problems. I also consider its applicability to the field of state records management extremely limited.

You spoke of being familiar with the literature on microphotography. I am sure that your familiarity with microphotography as a process is exceedingly thorough-going, but I think the important point here is that literature on the application of microphotography to state records problems is almost non-existent. The literature that exists discusses microphotography as a technical process and deals primarily with its application to books and newspapers. I have the impression (from a very limited acquaintance with the writings on the application of microphotography to library problems) that microphotography is rather well thought of among librarians, and that librarians consider it a move of streamlining and progress. This view is not held among experienced governmental record managers; the problems which the two fields are endeavoring to cope with are not the same. I have not at any time meant to imply that you were not thoroughly familiar with microphotography as a device but it seems to me that it is a matter of simple fact that you are not familiar with the medium to which you want to apply it.

My current personal dreads suggest this surgical figure of speech: if one is to be operated on, he would not want the actual operation performed by an expert on outlery who had no knowledge of anatomy. In other words, it seems to me that the element of paramount importance in the whole situation is that your plan is an effort to apply a technique of which you have considerable knowledge to a field of which you have no knowledge. A number of your ideas do violence to my knowledge of the field, which is primer level. These are not the areas which worry me because I would be confident of your realism and open-mindedness which would enable me to convince you otherwise. My worries derive from the very much larger field of my ignorance; who would counsel with you in this field? Neither I, nor any member of the Commission, nor any member of your staff, is equipped to advise you in the full field of state records management.

Your belief that the problem is one which some "expert" could breeze down and set up a system for and then depart greatly underestimates the complexity of the problem.

Possibly I myself am guilty of causing you to arrive at this idea, for as you know I endeavored to borrow Mr. Peterson from Colorado for a month or so prior to your coming to Texas. That unsuccessful effort on my part was made in a very different

circumstance from the present one. At that time there was, so far as I knew, no consciousness on the part of officials that Texas had a terrific record problem to solve. I wanted Peterson to come down and survey the situation and make a report which would bring the problem to their consciousness and recommend that the state secure a Records Administrator and initiate a records program. Half of what I hoped Peterson would accomplish has now happened with your effort: State officials are consciously aware of the fact that Texas has a records problem and are disposed to do something about it. The other half--that is the need of a real records program, and the employment of a Records Administrator --is not a project about which I am very hopeful so long as you, as the responsible executive, do not see the problem in these terms. In other words, the problem is too large for some expert to come in and give us a pat solution for, and the need of an expert to tell Texas that it has a problem no longer exists.

In recommending that the Commission consider a budget covering the microfilm proposal, I did not have in mind that the budget we consider need necessarily be submitted to the legislature. If there is any "recent trend in setting up new services" on the part of responsible governing bodies to support sizable appropriations without knowledge of the utilization of the proposed funds, I think it is a bad trend and our Commission should go counter to it. The sheer volume of microfilming contemplated under either of the alternatives (hiring it done or equipping a lab) postulated by a \$200,000 appropriation, is so huge that I am appalled at the wholesale microfilming which the bill envisages. On much less money the state could set up an adequate records management program of which microfilming would be only a minor aspect, and get a much better bargain for the taxpayers' money.

I do appreciate the concern you feel for the fact that if we take time to make a wise plan some of the departments may precede us with unwise plans. But suppose, just as a hypothesis, that it should turn out that my view is right that a records management program of broader aspects than microfilming is what is needed, and further suppose that this huge microfilming project takes place under the auspices of the State Library and turns out to be a greater mistake which merely multiplies present confusion. Wouldn't you prefer that the mistake was made by other individuals whose actions are not our responsibility, than by the Library?

Actually I think that we would find the department heads cooperative if we should endeavor to work out a records management program. No department head wants to spend money for a service which someone else is willing to furnish him without charge. If it should be decided to make a records management plan (by endeavoring, as a first step to get a trained permanent employee) I would bet that we would get warm support from the various departments through the simple medium of the Commission's writing them that they were entitled to servicing of their records and that we were endeavoring to set up a program to render them this service. My judgment would be that most of them can find

plenty of other uses for the funds which they would spend on microfilming if they knew that there was a possibility of a solution of their problems without cost to them.

I think that your conversations and work on the matter have been extremely helpful in bringing state officials to a realization that a problem exists, and would like very much to see the desire for a solution which you have created in their minds utilized as fuel power for a states record program.

You mention that I stated that I would not oppose a bill setting up microphotography under the State Library. This statement accurately reflects my position. I will not oppose any legislation of this character, but I will not support legislation which holds the dangers I consider inherent in the present draft. I will actively support a draft which is aimed at good record management.

Good record management involves three elements:

1. Disposal (without the expense of micro-filming) of records having neither legal, administrative nor historic value.
2. Preservation in original form of records having any of the three values above named in instances where the records are deemed appropriate for original form preservation. (Some of the criteria being economy, necessity for maintaining the sequence of individual documents in movable condition, or disordered condition which must be rectified before the papers are frozen in their disorder through microphotography, or cheaper personnel cost in future servicing.)
3. Microphotography for a limited group of record types which have been found suitable for preservation in this fashion.

I think you will be interested in these rough statistics of the experience of one state which has initiated a records program in which microfilming figures, in recent years, under highly experienced record personnel: in the first year of operation, for every document that was preserved by microphotography, 35 were thrown away, and three were preserved in original form.

You state that the microfilm bill as presently drafted is "flexible". It is flexible so far as microfilming is concerned; it is not flexible with regard to the other phases of record management. You recall our experience in endeavoring to get the Attorney General to rule that we could spend money set up for bookbinding for microfilming newspapers, the rule adverse to us demonstrates the difficulties one encounters in endeavoring to

spend an appropriation limited to one designation for a corollary need that develops. I do not believe that under the present draft of the bill you could spend any money for filing equipment for papers better preserved in original condition, and unless permanent personnel are provided to counsel as to which records may be destroyed as possessing neither legal, administrative nor historic value, you have not provided for the other phase of record management.

In the state whose experience I cited above, at the end of a year they had worked through only a fraction of the state's record holdings; although they had an archival set up headed by a man who has had more experience in mass governmental record handling and extensive record microfilming than possibly anyone else in the country.

These projects simply do not work out as you visualize so that an expert may give an over-all glance and lay down a program and set up followable future instructions. Each series of records is a thing in itself which must be individually considered and worked through.

From Logan's comments in our conversation, it is apparent that the Texas picture is the commonly experienced one. You recall his statement that some of the records "looked as if they had been moved with a shovel." I cannot emphasize too strongly that when you have a disordered condition, you do not benefit the condition by taking a picture of it. All you do is freeze a remediable condition into an unremediable form.

The amount of appropriation which you suggest would be sufficient to microfilm more than ten times as many documents as were microfilmed in the first year of operation of the state I mentioned, if your unit cost approximated theirs. In other words, your financial recommendation predicates a rate of microfilming enormously in excess of the rate at which a trained, experienced, well staffed project was able to pass judgment upon whether papers should be microfilmed. The time element required to process papers by microphotography in a well equipped lab is the smallest part of the time factor; much more time consuming is the study of the papers in order to determine where microfilming is suitable.

Suppose we were successful in getting the legislation passed. We could only have one of two alternative conditions ensue:

- a. We would not spend the funds and would be in a position of having greatly over estimated financial needs, which position would not be helpful toward future opinions of our estimates.
- b. We would microfilm more rapidly than the appropriateness of their microfilming could be determined, with the result that

we would have many record series preserved by microphotography which might be more suitably preserved in original form, and would microfilm many which do not merit preservation in any form, with consequent great wastage of public funds.

My thought in wanting to get a budget proposal, not for the legislature but for the Commission, is for the purpose of demonstrating not primarily to the Commission but to you that you are thinking in terms of microphotography and not in terms of record management. My thought in getting advice on the proposed legislation has the same basis of wanting to secure information, not just based on my say-so, which will convince you that there is more to the "operation" of state record management than providing surgical instruments, and that the broadest and most efficient knowledge of cutlery won't make the operation successful unless it is supplemented with some knowledge of the anatomy of state records.

I am not as yet turning in a ballot on the proposed bill. My view is that one has to get surgical instruments, (in this case money and legal authorization) if there is ever to be an operation but I should infinitely prefer a draft which provided for the real problem: state records management. I would like very much to see a draft which took into account the factors I have mentioned and will support legislation aimed at record management.

Please be assured that in endeavoring to write you frankly, I am counting upon your objectivity of mind and openness to conviction; and that all my statements are made from a basic position of personal and official admiration of you.

Sincerely,

G. J. Campbell

cc: Members of the Commission

S.A. & L.

January 13, 1947

Mrs. Virginia L. Gambrell
Fair Park
Dallas 1, Texas.

Dear Mrs. Gambrell:

Your air-mail letter of January 11th did not reach me until this noon. I am therefore typing this letter myself, with haste and consequent poor typing and even probably poor grammar and arrangement of thoughts. What I say, however, is not based upon hasty judgment, but [^]over thirty years of archival experience.

As I understand your letter, it has been proposed that the Texas State Library secure an appropriation of \$200,000 for the purpose of microfilming non-current State records with the idea of destroying the original records as filmed in order to reduce the bulk of records now in storage. As it stands, this is an extraordinary proposal, and if Texas record laws follow the same pattern of those of other states, I would consider such promiscuous destruction of records as illegal.

The American records theory is that government records are created in the course of State business and that no official may destroy any record which records a business transaction unless he previously secures legislative approval for such destruction, which legislative permission includes a description of the records proposed for destruction and an evaluation of the value of the record as a permanent or a temporary record by the department of origin and other officials competent to pass judgment - either through process of a legislative committee hearing or through recommendations of a State Records Commission such as we have in Illinois. The fact that the official has a certified microfilm copy of the original does not authorize him to destroy the original without specific authority, and in my estimation a blanket authority to the State Library to destroy microfilmed records would be altogether improper.

In considering records from the preservation angle, it should be realized that records vary in their value. Some records relate to administrative matters which have been otherwise recorded or which for some other reason have only a limited value as permanent records. Some of our Illinois records can legally, and quite properly, be destroyed after three years past the last transaction to which they refer. Other records should be kept ten, fifteen, or twenty years; other records should be preserved permanently in their original form. The mere fact that a record is in dead storage means nothing as to its value. For instance, when I came

to Illinois I found a very large mass of annual reports from corporations, literally dumped in an attic storeroom. The then chief of the Corporation Department told me he was required by law to keep the records, but that it was impossible to find anything in them, and in his estimation they should be destroyed. We removed these records to the archives and refiled them in such a manner that all records on each corporation were in one folder. Formerly they were "filed" by date, making it a discouragingly long task to supply information covering a period of years about one corporation. Now this file is considered one of the most valuable files of the State of Illinois and no one would dream of permitting them to be destroyed. In other words, even the State department may not realize how valuable their records are.

I would cite another case in our experience. Under a pile of debris I located the long lost Governor's letter book covering the years 1823-27. Any "file clerk" would tell you that that volume has no present day administrative value. Any "historian" would tell you that it has historical value and should be removed to the State Historical Library. Actually, upon one letter in that volume depends the State's title to the Illinois and Michigan canal lands, which lands include all the land on which the present city of Chicago, among other lands, is located. The discovery of this volume "made" me here with other officials.

Before undertaking any disposal scheme for the Texas archives - and by disposal I mean not only destruction but transfer of records to the archives - a survey and inventory should be made of extant records. Then an experienced records administrator should sit down with the respective department heads to discuss the relative value of these records. That does not mean that an archivist from a neighboring state can come in for a day or a week and tell you what to keep and what to destroy. The governmental system of every state is unique, and only a person thoroughly familiar with the legal set-up of that state is competent to evaluate its records. An archivist who is primarily an historian, can of course judge the historical value of older records, but unless he or she is also unusually familiar with the history and operation of state departments he may not be able to judge the legal value of the records. After all, the records are made and preserved past the date of their creation because they have some recognizable potential value to the state administration - providing the legal justification of an act, proof that certain official acts have been carried through, or they protect the rights of the state or of its citizens in some way. The fact that the state records, when they cease to be used for administrative purposes take on historical value is just so much "velvet." Probably very few of the records under consideration would have much historical value, present or future.

This preliminary survey of extant records will undoubtedly reveal a large bulk of records and documents filed with records which never had record status, all of which have no further value to anyone. These should be set aside until permission has been secured from the legislature to destroy them. It would be a waste of money to microfilm them, yet it would be very easy to waste your entire appropriation on microfilming those records; something which would very probably happen if you were to microfilm records

without such a preliminary survey.

The survey will also reveal some records which the respective departments feel are of no value to them, but which the historian will realize have historical value. These records should also be segregated and transferred to the state archives.

After you have sorted out the historical and worthless records you will have a very large residue of semi-current and non-current records to consider for microfilming. The records which for one reason or other should be preserved in their present, original form, should also be segregated. The department head or the attorney general should be able to advise you on that score. Those records should be sent to the archives, if non-current, or kept by the departments if they prefer. You will find some remarks on that score in my entitled "Record Making" which appeared in Illinois Libraries for February 1945.

Now then, shall we microfilm all the other records? Here again consideration should be given to the long-term value of the records. It has been the experience of the federal government that it pays to microfilm a record if the information given in the record must be preserved as long as five years - that if the record will not need to be kept as long as five years, the cost of storage will not be as much as the cost of microfilming.

After you have segregated the records which it has been decided to microfilm and then destroy the original, there is another and very important step to be taken. The records must be put into perfect filing order before the filming is done. Remember, you cannot refile film except by splicing, and spliced film will not be accepted by the courts. In fact, if these records are to be presented in court, as all legal records may have to be, the films must be certified and bear evidence that they are telling "the truth and the whole truth." In other words, a microfilming project should be under the immediate supervision of an expert who will see that the records are in order and are microfilmed in sequence, and who will keep a ~~XXXXXXXX~~ register of the films so that they can be located.

Enclosed is a copy of my articles on "Photography for State Records" which discusses some of the physical limitations on the use of microphotography. I call your attention especially to pages 12-15. In your file of Illinois Libraries you will also find discussions about the types of records which lend themselves to microphotography, December 1944 p.595 and April 1945 p.236. I am sorry that I do not have extra copies to send you, but you will find them in your State Library.

I hope this discussion is not too diffuse for your use, and that it may help to clarify the situation in your state. I could say a lot on the subject of archives in state libraries if I could. We have just been lucky here in having a state librarian who listens to the archivist when matters come up about which she knows nothing.

Sincerely,

Archivist

May 29, 1947

Dear Mrs. Gambrell:

It seems to me that I spend all my first paragraphs in letters apologizing for being so slow in answering correspondence. I have had a pretty busy spring, but that does not excuse me from letting your letter from last month wait so long for a reply. One reason, however, was that I have been waiting for the long promised news about how you came out in the legislature with your microfilming and other plans for the Texas archives. When you wrote you were waiting to hear.

I am certainly sorry to hear of your illness and operation. It seems nowadays that hardly anyone reaches the age of forty without having sometime gone through a serious illness. You and I got ours before forty. You would not guess it now, I am sure, but for eight years I was really too ill to work, but necessity drove me on, and I guess that was what made me pull through. Too bad for you to have had flu just when you were getting out. The flu this year didn't seem so severe except for the first few days, but it left one weak so long afterwards. I was taken sick the last of February and I did not pull out of it until I had to make a business trip to Washington and Albany the last of April. Somewhere along the line I dropped off my flu bugs and have been feeling fine since. I hope you are all over the effects of the flu by now. I know by experience that you cannot hope to get your nerves under control after an operation for a much longer time. But grin and bear it - the rest of us have.

Just now the State Library is all upset over a bill introduced from a clear sky taking the State Library away from the Secretary of State (who is a Democrat) and putting it under an independent board appointed by the Governor. Ostensibly it was introduced at the request of the Illinois Library Association but actually it is being found along strictly party lines. Nobody seems to have the low down on it, except that it is apparently an effort to oust Miss Rogers by people on whose toes she has trod to wake them up when they wanted to continue slumbering in the old rut. But why you have to kill the horse when the wagon wheels get stuck in the mud I would not know. Like everyone else with initiative and energy Miss Rogers has made enemies, and unquestionably she has made some mistakes but they will never get anyone else who will devote herself so wholeheartedly to the good of the institution as she sees it. The Secretary's people have been saying, "The bill will pass the Senate- we cannot help that- but just wait until it gets into the House - we'll stall it there." But it doesn't show much signs of stalling, so I guess we shall be having another drastic reorganization. Sometimes I get disgusted and talk of quitting, but I am only four years away from the start of a pension and meantime am protected in case of illness or disabili-

lity. Anyhow, I want to see how it comes out. I guess that is one of the fascinations of government work - there is always excitement over something or other.

Sincerely,

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June 2, 1947

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Miss Margaret C. Norton
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

Your letter clarifies something we have been wondering about. Sometime ago I received a mimeographed communication from the office of the Secretary of State relative to the proposed Illinois Library Legislation, in which request was made that the recipient make comments on his opinion of the Illinois State Library.

I did not answer it because I did not know whether the proposed legislation was something of the character you now describe or whether it possibly represented an effort to give Miss Rogers the title as well as the responsibilities of State Librarian.

As you know, my opinion of the Illinois State Library is a very high one, and I have a great deal of admiration for Miss Rogers. I could write with great sincerity and conviction of my high opinion of the Illinois State Library under existing arrangements, but I hesitated to write anything until I had advice from you or Miss Rogers as to what sort of set up might be desired.

Do you think a letter on the Texas Library and Historical Commission letterhead expressing admiration of the attainments of the Illinois State Library would be of any assistance? In Texas, the Library and Historical Commission is appointed by the Governor, just as your new law proposes. It is not a "party" political body, because in Texas there is only one

June 2, 1947

political party. Politics have not figured very largely in appointments to the Texas Commission. Yet, in spite of this apparently desirable arrangement, our State Library has lagged far behind the accomplishments of the Illinois State Library.

Naturally, I would not want to put in a letter on the Commission's letterhead anything specifically derogatory to the Texas situation (which is being remade rather rapidly now that we have a good new State Librarian), but I would be willing to write that my studies of state libraries in general, made as a member of the Texas Commission, convince me that Illinois has one of the most effective institutions in the country.

In Texas political matters, advice from an out-of-state person is frequently ill-received, since we still operate under the psychological theory of the Republic of Texas. If Illinois has this same feeling of "we can run our own business better than any outsider can tell us how to", a letter might do harm.

I am so concerned by what you write me that I should certainly like to do even a minor thing which might be of any help and will await your opinion of the desirability of my writing.

The current posture of our Texas Records Administration Bill is somewhat discouraging. The Governor and Legislature campaigned on promises to provide everything on earth and not increase taxes. The Legislature's early impulse was to do the providing part of this contradictory promise. Late in the session, the Governor fastened on the "no additional taxes promise", and has been haranguing them with economy lectures. It appears that it will be possible to get our legislation passed, but that it will be purposely delayed so as to make the passage too late for an appropriation.

My original disposition was to discountenance passage of legislation which gave us powers without the funds to implement them; however, I have yielded to the thought of the State Librarian that enactment of the legislation will at least permit a beginning survey of departmental holdings and will establish the State Library as the proper custodial agency. Actually, under the already existent Statutes, the State Library is the custodial agency; but apparently nobody has ever read the Statutes and the new act may bring the fact to attention.

we are particularly concerned to head off establishment of individual micro-film facilities by the various departments. Remington-Rand has been particularly active in Texas with consequences I need not describe to you.

It was good to hear from you again and if there is anything I may do to be of any help, even the slightest, please call on me.

Sincerely,

O. J. Gambrell

June 5, 1947

Mrs. Herbert Gambrell
Dallas Historical Society
Dallas, Texas.

Dear Mrs. Gambrell:

I took the liberty of showing your fine letter to Miss Rogers and she in turn asked to show it to the Secretary of State with the understanding that it was not to be quoted. Miss Rogers asked me to write to you and ask you if you would write such a letter as you suggested, addressing it to Secretary of State Barratt. It would undoubtedly help.

Yesterday things looked as if the bill might even pass this week - it was up for the final committee hearing in the House, having passed the Senate, and if the Committee were to report it favorably there would be time to pass it and also the appropriation bill which would have to be started on its way. But a filibuster developed on the Governor's "must" apportionment bill and yesterday the filibuster stopped, also the committee hearing did not take place. It has been officially denied that there was a deal, but we aren't looking gift horses in the mouth. Of course, if this is used for trading, it may still come out of committee, but what we hope for is stalling until too late to do anything.

None of us knows just what happened to precipitate the bill. Without any warning, the bill was introduced with the statement that it was sponsored by the Illinois Library Association. It is always customary to discuss proposed library legislation on the floor of the annual convention, but there was not a peep about it. It is also courtesy to discuss a bill affecting a State department with the heads of that department, but not so here. As Miss Rogers says, "There are lots of things about the State Library set-up we would like to change if they would only back us." Miss Rogers, like all forceful people, has made enemies, and it rather looks as if the bill were an attempt to oust her in favor of a little group in I.L.A., centered at the University of Illinois who would like to dominate the State Library. But it is most unusual to shoot a horse when the cart wheels get stuck in the mud, so it would seem there ought to be some other way to get rid of her without upsetting everything. The only thing any of the proponents will say is that it has in part a religious angle - both Mr. Barrett and Miss Rogers being Roman Catholics. I think what has happened is something like this: A.L.A. got out one of those "medel bills" for the organization of a state library. Certain people who

would like Miss Rogers' job got hold of some of the impractical dreamers who thought whatever A.L.A. suggested as a model bill ought to be adopted as uniform state legislation, and sold the legislative committee on the idea. They do not understand our State government and the way it works, and barged ahead. In theory I suppose this bill is all right, but we think it would not work here. For instance, our Illinois government is composed of large departments, independent agencies being set up only where independence is necessary for freedom of action as in the case of the Civil Service and Commerce Commissions, or where the Commission is supported by fees, as in the case of the Liquor Control Commission. The little State Library would have itself one time getting appropriations. I fear. Also there are tie-in bills which are not being amended which would complicate administration, particularly for the archives. In fact, I think removal of the archives from the Secretary of State would be unconstitutional and I can cite verse and Scripture to prove it. As a sample of the complications of administering this bill, the wording which permits the State Librarian to resist pressure to accept unsuitable records, has been changed in such a manner to make it impossible for the archives to accept any document until the State Library Board has had a meeting and voted to accept them. You and I know that when someone says, "We-l-l, I gu-e-s-s it would pro-bab-ly be all r-i-g-h-t to let you have those papers, let me think a- " at that juncture the archivist grabs those papers and runs for dear life.

I think it would be helpful for you as a member of a State Library Board which has recently considered your library needs, to say that you had had to take local governmental practices as well as theories into account, and that you had, in the course of your survey, studied the Illinois State Library and found it good.

One of the things which keeps people in government work, with its low pay and uncertainties, is the constant excitement. You don't know what is going to pop next, but you are certain it will pop in the most unexpected way.

Thanks so much for your interest.

Sincerely,



TEXAS LIBRARY AND HISTORICAL COMMISSION
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June 7, 1947

MRS. HERBERT GAMBRELL
FAIR PARK
DALLAS 1, TEXAS

Miss Margaret C. Norton
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

Inclosed is copy of a letter sent airmail to
Mr. Barrett. I hope it may be suitable to the purpose.

I have purposely avoided personal encomiums of
Miss Rogers and you, with the thought that the notion
of personal acquaintanceship might make the opinions
expressed seem less objective.

You and Miss Rogers will know that while personal
friendship makes me want to send the letter, personal
friendship would not make me say anything which I do
not sincerely think. But those to whom it may be
shown will not know, as you all do, that it comes
from the cantankerous Irish.

With best regards to both of you and all good
wishes for a satisfactory legislative outcome,

Sincerely,

H. B. Gambrell

AIRMAIL

June 7, 1947

The Honorable Edward J. Barrett
Secretary of State and State Librarian
Springfield, Illinois

My dear Mr. Barrett:

Sometime ago I received a bulletin describing proposed Illinois legislation (SB 287-288-289-290) relative to its State Library, in which request was made for comments regarding Illinois State Library under the present law.

Possibly comment is desired only from residents of Illinois, and I may have received the material merely because, as a member of the Governing Board of the Texas State Library, I am on the mailing list of your publication Illinois Libraries. However, my admiration of the accomplishments of the Illinois State Library is so great that I cannot resist expressing an opinion.

In the past few years, my own Commission has been endeavoring to improve and revitalize the Texas State Library. As a member of the Commission, I have made a fairly comprehensive study of the libraries of other states. It is my unqualified opinion that Illinois has one of the best State Libraries in the country. It is impossible for anyone responsibly associated with a state library in America to read an issue of Illinois Libraries without obtaining inspiration; and, more important, very practical ideas of effective library techniques.

The Archives Division also is signally outstanding, and some of the most valuable technical material in the archival field has been published in Illinois Libraries. The efficient and creative manner in which your State Archives are operated has set a pattern and standard admired and emulated on a national scale.

The copy of the proposed legislation which I received bears marked resemblance to so-called "model" legislation drafted by the American Library Association. The work of the American Library Association is undoubtedly helpful to the many backward states which have neither experience nor the record of past accomplishment to draw upon for guidance. But of necessity a "model" intended for very generalized guidance of state libraries over the nation lacks specific application to the particular and individual circumstances of any given state. I am not familiar with the particular Illinois circumstances which its present state library arrangement has been designed to fit; but the outstanding nature of your library seems to me evidential that existing arrangements are functionally appropriate.

The Honorable Edward J. Barrett

-2-

June 7, 1947

In studies of library methods which I have made with conscientiousness since I have served on the Texas Library and Historical Commission, I have been inclined to discount ivory tower theorizing, and look instead for state libraries which had an actual record of high accomplishment. Several years ago, our Commission was appointing a new State Librarian. One of the applicants, who was not in the state library field, telephoned me to say that he would like to visit some state libraries before coming to Texas for his interview with our Commission. He asked my opinion as to which state libraries would be most advantageous to visit. I named three; and I put Illinois first.

I confess to a degree of personal concern that Illinois should turn to highly generalized and theoretical "model" programs. If a model is desired, Illinois might well look to herself, as does the nation.

Sincerely,

O. J. Leach Gambrell

BCC: Miss Margaret C. Norton ✓

June 11, 1947

Mrs. Herbert Gambrell
Dallas Historical Society
Hall of State
Dallas 1, Texas.

Dear Mrs. Gambrell:

If Miss Rogers or I had dictated the letter, we could not more adequately expressed what we wanted said than what you wrote. Many thanks for your generosity in the matter.

We don't know yet for sure what will happen to the bill. There is another bill to take about 550 jobs in the Automobile Department away from the Secretary of State, so naturally the two bills are considered together. That is both good and bad for our hopes for killing the bill. A filibuster in the House over reapportionment was broken last week by some horse trading and it was said that the two bills were killed. Immediately the Secretary of State swore he had not been trading and the proponents of the State Library bill said that bill had nothing to do with the other bill. They got it referred to a sub-committee with a hearing scheduled for yesterday afternoon. The hearing was postponed on motion of one of the Republican proponents of the bill. We do not know whether the Republicans are keeping a promise to let the bill die in committee or whether they are hoping the people who have been appearing week after week with arguments against the bill will get tired and then they can sneak the bill thru at the last minute. There are only two and a half weeks left in the session, but the bill is within two legislative days of passage. No appropriation bill for the new set up has been introduced yet, which looks as if the bill were moribund. On the other hand, the trick has been tried before of passing such a bill without an appropriation, then after everyone they wanted out is gone, to call a special session. Of course we are not important enough to justify a special session, but one looks likely anyhow for other things.

In Illinois politics anything can happen, and generally does. I'll let you know how we come out.

Sincerely,

NEW YORK STATE ARCHIVES, 1946-1948

THE UNIVERSITY OF THE STATE OF NEW YORK
THE STATE EDUCATION DEPARTMENT
ALBANY 1

DIVISION OF ARCHIVES AND HISTORY
ALBERT B. COREY, STATE HISTORIAN
DIRECTOR

March 22, 1946.

Miss Margaret C. Norton, Archivist,
The Illinois State Library,
Springfield, Ill.

Dear Miss Norton:

Thank you for the added information regarding the capacity of your building. I am wrestling with the problem and still hoping that someone will prove that my conclusions are wrong and that more records can be stored on a square foot of space. Vic Gondos has agreed with my figures, but no reply has come from Dr. Holmes of the NA from whom I hope for a statement. I expect that he is still figuring.

If it should be possible for you to do as mentioned in your letter of March 4th, furnish an accurate estimate of how many of your big 6-drawer filing cabinets the building would hold, it would give a pretty definite figure. I strongly suspect that the figure of 6,800 is correct not for the number of cases which you have but for the maximum number which the building would hold. Certainly this seems probable, for they must take up over five square feet each and $5 \times 6,800$ would give 34,000 square feet for cabinets. Allowing for aisles and corridors, this would occupy about 73,000 square feet of vault space which we figure your building to contain.

It is obvious that your architect was in error or misled you in stating that the cubic capacity of your vaults totals 1,400,000 cubic feet. From the blueprints, we get the outside dimensions of the building as slightly under 152' x 68' x 94'. Multiplication gives the gross exterior cubage for the whole building as 971,584. Of course the vaults are but a fraction of that total. We would make the total cubage of the vaults about 8' by 73,000 or 584,000 cubic feet. Perhaps because they do not understand problems of records storage, perhaps because they are quite willing to blur the really terrific expense of storing records, architects have been unrealistic in figuring the capacity of buildings.

It would appear that we can build at lowest cost in concrete and steel with construction of the warehouse type. We'll have to figure that all out later. We must economize on equipment, too, and there we get an idea from Hugh Flick's Army Branch at Alexandria. They use with satisfaction a simple transfer unit which has good ball bearings and can be locked together two ways, four high or five high. It has most of the good features

THE UNIVERSITY OF THE STATE OF NEW YORK
THE STATE EDUCATION DEPARTMENT
ALBANY 1

DIVISION OF ARCHIVES AND HISTORY
ALBERT B. COREY, STATE HISTORIAN
DIRECTOR


Miss Norton-3/22-46-#2

of your equipment with flexibility and low cost. It would appear that our prison industries could make them for us in quantity. For much of our material, card-board cartons will be good enough, and there are made in quantity and to meet any specifications right here in town. As we plan things, we have to have flexibility, cannot tie ourselves to any one type of container. The stack equipment newly-developed at the NA uses the Van Schreeven shelf, and those, too, could probably be turned out by prison industries.

If we are to meet the real needs here, we must operate at low cost and very close to the departments. The Manuscripts Section of the State Library will go on as now caring for the older materials, and we will be a service agency working chiefly with recently non-current materials. That presents a problem different from yours in Illinois, even, and very different from that in most states. I will have more material to submit for your perusal before long.

Thanks again for giving so much of your time to my struggles.

Sincerely,


HENRY HOWARD EDDY,
State Archivist

April 3, 1946

Mr. Henry Howard Eddy, State Archivist
Division of Archives & History
University of the State of New York
New York State Education Department
Albany 1, New York

Dear Mr. Eddy:

In accordance with your request of March 22nd we have estimated the filing capacity of our vaults. Assuming that legal size files only are to be used, our vaults have a capacity of 6,520 legal size filing cabinets, or 39,120 drawers, assuming that we were to use our standard 6-drawer file. We estimate the cubic capacity of each drawer to be $2\frac{1}{2}$ cubic feet, which would give us a vault capacity of 87,800 cubic feet. In addition to this, there are a number of places which are not deep enough to take filing cabinets, but which are used for shelving. Using 12-inch shelving and counting 3 cubic feet to a shelf 7 shelves high would add approximately 3,300 cubic feet in the Departmental Vaults. We are unable to figure odd spaces in other vaults as that would be almost impossible to do because of varying dimensions. It is relatively simple to figure our vault capacity for legal size cabinets because of our system of construction with the column uprights. We know that we can put two legal size filing cabinets between each of the uprights, and we know how many uprights are involved, outside of the aisle space. Assuming that we were to fill every conceivable space in the vaults outside of space allowed for aisles, probably the estimate was 140,000 cubic feet instead of the 1,400,000 cubic feet which I have been having in mind.

We are not ready to agree with you that the warehouse type would be less expensive to build. At the time we built, our Architect went into the question of the relative costs of the steel skeleton type in which the weight is carried on the uprights and which we decided upon, and of the warehouse type of construction which carries the load on beams supported by the walls. Part of the decision was doubtless based upon the necessity for keeping our height under 100 feet in order to match the height of the adjacent Centennial Building. We were able to get several more floors in using our type of construction, because the beams required to carry the weight would take up a great deal of space. The six floors of vaults above the office section of the building are carried on beams supported by walls. These beams are six feet through; that is, the equivalent of 1 foot of beam for each floor. Of course, the warehouse type of construction gives a little more flexibility in the arrangement of equipment, but we have found our system sufficiently flexible. You must be very sure that your

Eddy - New York
4-3-46.

-2-

architect calculates the engineering problem allowing for the weight of records which is greater than probably anything else which would be put into a storage building.

We also disagree with the idea of economizing too much on equipment. Transfer cases are hard to handle, and they are not long lived. In estimating the cost of equipment you must estimate the time and strength factors involved in the use of cheap equipment which gets out of order and which by the nature of its construction is neither dustproof nor easy to keep clean.

We hope you will not have to use equipment turned out by your prison industries. Illinois had that idea some years ago, but the quality was so poor that we are now no longer required to purchase the prison equipment.

Just now one of our Major departments is trying to equip a vault. They are unable to get steel equipment, but fortunately can get the steel shelving which is standard and which hooks into our brackets. They will be able to use these shelves temporarily until they can buy the filing cabinets. The cost of shelving is not much with the slots in the uprights already there.

We realize that the situation in New York is unique in that you have problems of quantity which no other state has. All we can do is to advise you on the basis of our own experience. We are following your plans very closely.

The National Archives has very kindly put me on their mailing list for their minutes of their meetings on staff conferences on administration. These are not circulated to the general public, but you as a former member of the staff could possibly get a copy of the meeting held February 25, 1946. The topic for consideration was "The National Archives Building: An Appraisal After Ten Years' Occupancy". This discussion would be, I believe, quite valuable to you in planning your building.

Very truly yours,

SECRETARY OF STATE AND STATE LIBRARIAN

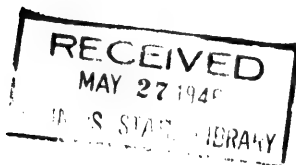
Signed by -
Helene H. Rogers
Assistant State Librarian

mcn:lk

THE UNIVERSITY OF THE STATE OF NEW YORK
THE NEW YORK STATE LIBRARY
ALBANY 1

CHARLES F. GOSNELL
STATE LIBRARIAN

LEGISLATIVE REFERENCE SECTION
WILLIAM E. HANNAN
LEGISLATIVE REFERENCE LIBRARIAN



May 25, 1946

Miss Harriet M. Skogh
Superintendent, General Division
State Library
Springfield, Illinois

Dear Miss Skogh:

We are undertaking a survey of the various States with respect to the practice of each State in acquiring and preserving State archival material. We are therefore coming to you for information with respect to the following:

1. Does the State Library acquire and preserve all State documents, office records, manuscripts or original papers?
2. Does the State Library maintain a separate section or division for the acquisition and preservation of so-called archival material of the State?
3. If there is a separate building and grounds established for the preservation of State archives, is it under the exclusive control and administration of the State Library? If not please give details.
4. Is there any State law which requires all Government officials, State and local, to turn over to the State Library all archival material, for permanent preservation?
5. If there is a separate building for the care of such material, we shall appreciate, if possible, the dimensions and cost thereof, and its capacity, size of staff, and budget for personnel.
6. We shall appreciate your opinion as to:
 - a. the advantage of having all archives under the supervision and care of the State Library, or
 - b. having such archives placed under another department separate from the State Library.

Thanking you for your early cooperation in this matter, I am

Cordially yours

W. E. Hannan

Legislative Librarian

WEH:EDC

Other Dick + Lick

May 31, 1946

Mr. Henry Howard Eddy
State Archivist
New York State Education Department
Albany 1, New York

Dear Mr. Eddy:

We have received a questionnaire from the Legislative Librarian of the New York State Library which would imply that new legislation for New York State Archives Department is pending. From the wording of the questions, we wonder if this comes from you or if it is a move on the part of the State Library to put the archives under that library. We thought you would be interested in our reply.

Very truly yours,

SECRETARY OF STATE AND STATE LIBRARIAN

Signed by -
Helene H. Rogers
Assistant State Librarian

mm:lk
Enc.

*Other Arch. &
L.*

May 31, 1946

Mr. William E. Hannan
Legislative Reference Librarian
New York State Library
Albany 1, New York

Dear Mr. Hannan:

In answer to your questionnaire of May 25, 1946, in relation to the practice of the State of Illinois in acquiring and preserving archival material, we would answer as follows:

1. Q. Does the State Library acquire and preserve all State documents, office records, manuscripts or original papers?
 - A. The Illinois Documents Collection of the Illinois State Library has the official file of the official publications of the State of Illinois, although many of the earlier volumes are in the Illinois State Historical Library also located at Springfield. The State Librarian by his consent, is authorized to accept records of State departments transferred by the respective departments to the Archives Division of the Illinois State Library. The State Library, the State Historical Library, the State Historical Society and the University of Illinois Library, also any historical societies incorporated in the county concern, may accept transfers of local archives. The Illinois State Library has no legal jurisdiction over local archives except that county officials may not destroy any county records without a hearing, after notice of such hearing has been sent to the State Librarian. No original records prior to 1870 may be destroyed, but such records may be transferred to the Archives Department of the Illinois State Library.
2. Q. Does the State Library maintain a separate section or division for the acquisition and preservation of so-called archival material of the State?
 - A. The State Library law of 1939 provides that the Library shall "maintain a Division for acquiring and preserving of the archival material of the state and offer facilities for the proper use of said material".
3. Q. If there is a separate building and grounds established for the preservation of State archives, is it under the exclusive control and administration of the State Library? If not please give details.
 - A. The same State Library Act provides "the custody and control of the Archives Building and grounds shall be under the exclusive
(continued)

jurisdiction of the State Librarian". Moreover, building maintenance is under the jurisdiction of the Superintendent of Capitol Buildings and Grounds, who is also an employee of the Secretary of State; that is, watchmen, janitors, elevator operators, and engineers are under his jurisdiction.

4. Q. Is there any State law which requires all Government officials, State and local, to turn over to the State Library all archival material, for permanent preservation?

A. See answer to Question 1.

5. Q. If there is a separate building for the care of such material, we would appreciate, if possible, the dimensions and cost thereof, and its capacity, size of staff, and budget for personnel.

A. Mr. Howard Eddy, Archivist under the New York State Department of Education, has full particulars in relation to the Illinois Archives Building. In brief, this building occupied in 1938 is 152 feet long, 67 feet deep and about 100 feet high, exclusive of a one-story pent-house. It has a vault capacity of 6,800 six-drawer high legal size cabinets, or about 140,000 cubic feet of records. \$820,000 was spent for building and equipment at the time the building was erected; approximately \$100,000 worth of equipment has been added later. About two-thirds of the vaults are equipped at present. We have a normal staff of eight besides the Archivist, plus four full-time janitors, one elevator operator, 24-hour watchman service, and a part-time engineer and assistant. We are unable to give you particulars as to the budget and personnel since for budgetary purposes all the departments of the Illinois State Library are lumped together.

6. Q. We shall appreciate your opinion as to:

a. the advantage of having all archives under the supervision and care of the State Library, or

b. having such archives placed under another department separate from the State Library.

a) A. In the case of Illinois the State Library is the logical place for the state archives. The Secretary of State, who is also State Librarian, is by law and by constitutional provision the keeper of the archives of the Governor, of the General Assembly, and of his own very important records including not only thirteen sub-departments but such records as the Constitutions, title records to state property, enrolled laws, etc.

By making the Archives Department one of the Divisions of the State Library we are able to depend upon the prestige of the State Library as a non-political organ of government, the staff of which is for the most part under Civil Service. Also, the Archives staff being relieved of the general administrative duties by the administrative staff of the State Library is able to devote all of its time and

efforts to purely professional work.

Prior to 1937 the Archives Division of the State Library, although normally a part of the State Library, actually operated as an independent department directly under the Secretary of State. Being one of the smallest departments we found it increasingly difficult to withstand political pressure in the matter of appointments and in other ways. Because the Illinois State Library has always been conducted as a non-political professional department, the Archives Department has the confidence of officials of other departments of State government who have no fear that in turning over records to us the records might be used for partisan purposes.

- b) In New York State your Archives Department we understand is separate from the New York State Library but still under the State Department of Education. Without a more detailed personal knowledge than we have, it would seem that your present arrangement would have all of the advantages for the Archives Department that we at Illinois find comes from our affiliation with the Illinois State Library. From information which has been furnished us by Mr. Howard Eddy, the New York State Archivist we would judge that the situation in New York would call for a somewhat different organization from what we have at Illinois. It is our understanding that present plans call for an Archives Department under the State Education Department but quite independent of the New York State Library, which latter, of course, however, would probably continue to keep and service the extant early archives of the state. From what we know of the plans this sounds like a logical organization for the State of New York, but of course it is not for outsiders to judge.

Very truly yours,

SECRETARY OF STATE AND STATE LIBRARIAN

Signed by -
Helene H. Rogers
Assistant State Librarian

men:lk

cc: Henry Howard Eddy, Archivist
New York State Education Dept.
Albany 1, New York

A. E. L.

July 17, 1946

Dr. Hugh Flick
Dept. of Archives & History
New York State Education Dept.
Albany 1, New York

Dear Dr. Flick:

Mr. Eddy has just written me that you returned to your old job on June first and that he has left to go down to North Carolina. I think you have been very fortunate in having had such a capable man to be Acting Archivist during your military leave, and I hope the ground work he has laid will have good and tangible results in the near future.

I am disturbed by the apparent attempt of the State Library to keep control of the Archives Department, though I am as an outsider not in any position to judge between the two proposed schemes. It was always a family joke that they could never give me a party because no two of my closest friends ever spoke to each other. I am again finding myself in the position of being a long-time and close friend of Edna Jacobsen and of having a warm feeling toward you because of my many years friendship with your father.

If there is anything we can do here to be helpful to you, please feel free to call upon us. Mr. Eddy collected a great deal of data concerning the Illinois Archives, but you might interpret this differently. We hope you can come out here to visit us in person before too long.

Sincerely,

Archivist
Illinois State Library

mcn:lk

July 17, 1946

MEMO TO:

Miss Rogers.

Mr. Henry Howard Eddy, formerly Acting Archivist of New York State, requests that his address be changed on the mailing list for Illinois Libraries from Albany, New York, to 2403 Anderson Drive, Raleigh, North Carolina.

Will you please add the name of Dr. Hugh Flick, Archivist, New York Department of Archives & History, State Education Department, Albany 1, New York.

Mr. Eddy, you may remember, undertook the preliminary organization work for the new State Archives for Albany while Mr. Hugh Flick was in military service. Mr. Eddy has now gone to North Carolina to be Archivist in the North Carolina Department of Archives and History under Dr. Crittenden.

Our surmise that the New York State Library is trying to cut in on the program outlined by Mr. Corey's Department of New York Archives and History was correct. I have been told that the State Library thinks they should keep the archives and cites as a reason the fact that a New York State Library School trained person is in charge of the Illinois Archives which is a part of the Illinois State Library. I am very glad, therefore, that I replied as I did to the questionnaire sent out by the State Library citing reasons why we are a part of the Illinois State Library for purely local reasons. The State archives have been under the State Library in New York legally for 50 years, but the Library has never regarded them as anything but historical records and has never shown the slightest interest in developing a program for modern records such as we have here in Illinois. Miss Edna Jacobsen, who is the Head of the Historical Department in the State Library, would like to do so, but has never had an opportunity. Personally, I feel that the program of the New York Department of Archives and History, which was originally limited to a county program, has more prospect of getting somewhere than the New York State Library scheme.

Archivist

mon:lk

THE UNIVERSITY OF THE STATE OF NEW YORK
THE STATE EDUCATION DEPARTMENT
ALBANY 1

DIVISION OF ARCHIVES AND HISTORY
ALBERT B. COREY, STATE HISTORIAN
DIRECTOR

July 31, 1946.

Miss Margaret C. Norton, Archivist,
Illinois State Library,
Springfield, Ill.

Dear Miss Norton:

Please let me express to you my very sincere appreciation for your thoughtful letter of July 17th which was forwarded to me at Rensselaerville where I am spending my terminal leave in an effort to complete my dissertation.

Prior to Mr. Eddy's departure for North Carolina, he outlined to me the possible difficulties between the progress of the State Library and the Division of Archives and History. I feel personally that there is ample room for both programs and indeed one would admirably supplement the other. I feel certain that any misunderstanding which might have arisen can be easily settled to our mutual benefit. I like to think that the State Archivist's program in New York, as well as in other states, is still partially in a pioneer state. The lessons of the federal government, as well as the various state governments, should most certainly be used to produce a better and more constructive state program wherever possible.

I hope that I may be able to attend the meeting in Washington in October and have the pleasure of discussing these problems with you.

Thanking you again for your friendly letter, I am

Sincerely,
Hugh M. Flick
HUGH M. FLICK

F-D

THE UNIVERSITY OF THE STATE OF NEW YORK
THE STATE EDUCATION DEPARTMENT
ALBANY 1



DIVISION OF ARCHIVES AND HISTORY
ALBERT B. COREY, STATE HISTORIAN
DIRECTOR

Nov. 30, 1946.

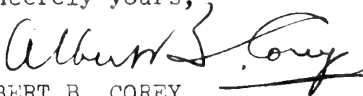
Miss Margaret J. Norton, Archivist,
Illinois State Library,
Springfield, Ill.

Dear Miss Norton:

You may already have received an invitation to act as one of a committee of three - Dr. Buck and Dr. Evans being the other members - to survey our records system in this State and to bring in recommendations. In case you do not have a copy of Mr. Eddy's report, I am sending you one under another cover.

I am looking forward to seeing you here in Albany some time soon.

Sincerely yours,


ALBERT B. COREY,
State Historian

C-D

THE UNIVERSITY OF THE STATE OF NEW YORK
THE STATE EDUCATION DEPARTMENT
ALBANY 1

J. CAYCE MORRISON
ASSISTANT COMMISSIONER
FOR RESEARCH

December 5, 1946

Miss Margaret J. Norton, Archivist
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

This is to inquire whether you would be available and interested to assist us in a study of the New York State records system.

New York is considering the erection of a State records office which, as you know, raises a number of questions. Before proceeding further, the Commissioner of Education and the Regents wish to obtain the best advice and counsel available. I am authorized to extend you an invitation to serve as one of a committee of three specialists to review proposals and to make recommendations concerning the functions of a State records office; its relations to the State Library, to the divisions of the State Education Department, to the departments of State government and local developmental units; and concerning the facilities that will be needed.

We should like to begin work as soon after January 1 as could be arranged by the committee and to have it completed before April 1, 1947. We anticipate that the project might require two trips to Albany - one to review our materials, meet the various officials concerned and to advise concerning any other study or research that may be needed. However, the time schedule can be adjusted as the committee may think best. We would undertake to obtain such further information as you might want for the preparation of a report which would be reviewed and passed upon at a second meeting.

Our usual rate of compensation for such service is \$75 a day in lieu of expenses. Would this be satisfactory? We hope very much that you can help us.

Sincerely yours


J. Cayce Morrison

JCM:r

Miss Norton

I think - is is a fine
tribute - for as, this is a
legislative year - and, one time
it's off the stage - I don't believe
you should be away in January - at
least not before last week. Also
he mentions 2 trips to Albany.
I would hope the time could be
arranged so that you could travel over
week ends - thus not necessitating
so much time away from the
library

H

7.7.46.

m. l. l.

December 10, 1946

Mr. J. Cayce Morrison
Assistant Commissioner
For Research
The University of The
State of New York
State Education Department
Albany 1, New York

Dear Mr. Morrison:

There is nothing which would please me more than to be given the opportunity to serve on your commission on the State Archives Department. As you may know my professional career started in the New York State Library, where I graduated from the Old New York State Library School. Therefore, my interest in your archives is a very personal one. However, my student connection with the State Library will not influence any recommendations I ~~may~~ make with respect to the organization of this department.

Since serving on this commission requires me to be away from my own office, I sent your letter to Miss Helena H. Rogers, the Assistant State Librarian, who is my immediate supervisor. She replied in part as follows:

I think this is a fine tribute of course, this is a legislative year - and, we have staff shortages - I don't believe you should be away in January - at least not before the last week. Also he mentions 2 trips to Albany. I would hope the time could be arranged so that you could travel over weekends - thus not necessitating so much time away from the library.

Miss Rogers' note was written hastily, and I suppose she did not take into consideration the fact that the General Assembly, which has its first meeting shall convene January 8. Actually there is adjournment most of the month of January to permit organizing of counties and so forth. Therefore, I would think it would be better

for me to be away in January than later during the session. when there might be legislation which I may have to watch. We are not introducing any record legislations ourselves at this session, but at every session there are bills introduced by others, which we have to watch carefully. I would say, therefore, that I probably could meet with the other members of the commission early in January provided I could be back by the 8th, and that meeting the latter part of the week would be better than earlier. At present I have no assistant archivist, and am trying to get along with a staff with less than one-half normal proportion. That is the reason why Miss Rogers feels so strongly that I should be away a minimum amount of time at present.

Sincerely,

Archivist

MCN:fo

Miss

Springfield, Illinois
December 10, 1946

Mr. Albert B. Corey
State Historian
Division of Archives
and History
State Education Department
Albany 1, New York

Dear Mr. Corey:

Mr. Eddie showed me a copy of his preliminary report. However, I have not yet received a copy of his final report.

Nothing in my own career has flattered me more than an invitation to serve on the commission for the New York State Archives Department. Because as you know I started my professional career in Albany, that is I graduated from the Old New York State Library School. However, this will not in anyway influence my recommendations concerning the plans of this department.

Miss Rogers, the Assistant State Librarian, is also appreciative of the honor, but there is some doubt about the wisdom of my being out of town during January, because the General Assembly will be in session. I could not very well explain that to Mr. Morrison, but you will understand when I point out that the Secretary of State, under whom I serve, is the only elective state officer this year who is a democrat, and we are of course, to be on the job when the General Assembly is in session. The General Assembly does not convene until the 8 of January, and will be in recess a good part of the month while counties are being formed. I am hoping we can get this business out of the way so that I will not have to be away at the wrong time.

Sincerely,

Archivist

MCN:FO

THE UNIVERSITY OF THE STATE OF NEW YORK
THE STATE EDUCATION DEPARTMENT
ALBANY 1

J. CAYCE MORRISON
ASSISTANT COMMISSIONER
FOR RESEARCH

December 19, 1946

Miss Margaret C. Norton, Archivist
Illinois State Library
Springfield
Illinois

Dear Miss Norton:

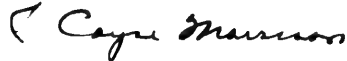
We are greatly pleased that you are interested in considering Commissioner Spaulding's invitation to serve as a member of a committee on the study of our State records program in relation to the New York State Library.

Our chief difficulty seems to be in fixing a date that is agreeable to all concerned. I should like for the first meeting to be a two-day session and am suggesting the following dates as possibilities:

January	6	-	7
"	27	-	28
"	30	-	31
February	6	-	7
"	7	-	8

Please advise soon as to which of these dates are available to you and list those available in order of your preference.

Sincerely yours



/ J. Cayce Morrison

JCM:r

msw

THE UNIVERSITY OF THE STATE OF NEW YORK
THE STATE EDUCATION DEPARTMENT
ALBANY 1

DIVISION OF ARCHIVES AND HISTORY
ALBERT B. COREY, STATE HISTORIAN
DIRECTOR

Dec. 20, 1946.

Miss Margaret C. Norton, Archivist,
Illinois State Library,
Springfield, Ill.

Dear Miss Norton:

Apparently we ran into a little difficulty over the number of copies of Mr. Eddy's report which we had available and that is the reason why one was not sent to you before. However, a copy will be going forward to you right away.

You may be sure that we will all be very happy to see you in Albany when you can come. I think that Dr. Morrison is hoping that the members of the Commission can be here for two days in January in order to make a preliminary study but I can readily understand the difficulty you might face in getting away from Springfield while the General Assembly is in session. I assume that you would have to be away from Springfield for a total of four days in order to spend two days in Albany.

I shall communicate this to Dr. Morrison and let him judge what may be done accordingly. It appears that a reasonably early report of the Commission would be highly desirable.

Sincerely,

Albert B. Corey

ALBERT B. COREY, D
State Historian

C-D

MARGARET C. NORTON
1105 SOUTH SECOND STREET
SPRINGFIELD, ILLINOIS

December 26, 1946

Dr. J. Cayce Morrison
Assistant Commissioner
for Research
State Education Department
Albany 1, N.Y.

Dear Mr. Morrison:

Your letter of December 15 was on my desk when I returned to the office after a brief Christmas holiday. I am sorry to be slow about replying.

The most convenient dates for me to attend the first meeting of the advisory commission on the New York archives would be as follows (in order of preference):

1. January 30-31
2. February 7-8
3. January 27-28
4. February 6-7

January 6-7 is impossible for me as the General Assembly convenes January 8 and I should be here.

During the month of January the General Assembly usually meets on Tuesdays and adjourns that day or Wednesday. Beginning about the first of February the sessions are held Tuesdays through Thursdays inclusive. While I do not know of any bills of interest to the Illinois archives which are likely to be introduced, still every session there are bills introduced which I have to watch often to forestall through appearance at committee hearings or otherwise. Therefore my Chief thinks it advisable for me to arrange the trips to Albany so that I could be away from Thursday through Monday, if that be practicable.

Please let me know about the dates selected as soon as possible for I have also the problem of getting Pullman reservations to meet. Is it planned for all members of the commission to stay at the same hotel - convenient I should think - and if so, which one? My personal preference is the DeWitt Clinton, but I do not much care. I assume that each of us is to take care of his own arrangements.

Sincerely,

December 30, 1946

To Committee on Study of
New York State's Records System

Doctor Selon J. Buck
" Luther H. Evans
✓ Miss Margaret C. Norton

Dear Friends:

Please hold both of the following periods for
the first meeting in Albany, in connection with the above-
mentioned study:

Monday-Tuesday - January 27-28, 1947
Friday-Saturday - February 7-8, 1947

I will write you within the week as to which of
the foregoing dates will best suit our people here. I think
it will likely be February 7-8.

The following hotels are on State Street within
a range of two blocks and a five to ten minute walk from the
State Education Buildings:

DeWitt Clinton Hotel
The Wellington Hotel
Hotel Ten Eyck

Enclosed is New York State tax exemption certificate
for use in purchasing transportation.

Sincerely yours


J. Cayce Harrison

JCH:R

Encs. 3 exemption certificates

cc Commissioner Spaulding
" Associate Commissioner Miller
" Doctor W. W. Cox
" " Albert B. Corey
" " Charles F. Connell

THE UNIVERSITY OF THE STATE OF NEW YORK
THE STATE EDUCATION DEPARTMENT
ALBANY 1

J. CAYCE MORRISON
ASSISTANT COMMISSIONER FOR RESEARCH

January 7, 1947

To Committee on Study of
New York State's Records System

Doctor Selon J. Buck
Doctor Luther H. Evans
✓Miss Margaret C. Norton

Dear Friends:

Supplementing my letter of December 30, I am calling the first meeting of the Committee in Albany, Monday-Tuesday, January 27-28. We will meet with Commissioner Spaulding and members of his staff in the Regents Room, State Education Building, at 9:45 A.M., Monday. If convenient, you might come to my office (Room 102, State Education Building), at 9:30.

Enclosed is typed copy of abstracts from the laws governing the State records.

I believe that Doctor Corey has previously sent you a copy of the special report, "Proposed Plans for a State Records Office for New York, prepared by Mr Henry Howard Eddy. Please bring the enclosed materials and copy of Eddy's report with you.

Also enclosed is a copy of the agenda for the two days.

Please advise if there are other materials or information you would like us to have ready in advance of your coming.

Sincerely yours


J. Cayce Morrison

JCM:mr

Encs. 2

cc Commissioner Spaulding
" Associate Commissioner Miller
" Doctor W. W. Cox
" Doctor Albert B. Corey
" Doctor Charles F. Gannell

**Agenda for Meeting of the Commission on Study of
THE NEW YORK STATE RECORDS PROGRAM
Albany, January 27-28, 1947**

Monday

- 9:45 a.m. Regents Room. Meeting with Commissioner Spaulding.
Presentation of the problem, Associate Commissioner Miller.
The proposed building program, Deputy Commissioner Wilson.
The scope of the Commission's assignment - general discussion.
(Present - Corey, Gosnell, Morrison)
- 11:00 Meeting with the staff of the Division of Archives and
History, Director Corey, presiding
The problems as seen by the staff.
- 12:30 p.m. Luncheon, the University Club.
The Commissioner's Cabinet; Directors of State Library,
State Museum, Research; and staff of Archives and History.
- 2:30 Meeting with representatives of the Departments of
State Government, including the Temporary Commission on
Coordination of State Activities - The Regents Room -
Commissioner Spaulding, presiding.

Tuesday

- 9:00 a.m. Meeting with State Librarian and Library staff,
Doctor Gosnell's office.
The relations of the records program to the State
Library.
- 10:30 Meeting with staff of the Temporary Commission on Co-
ordination of State Activities - 1217 State St. *See Commissioner*
- 11:30 Meeting with research staff - Regents Room.
Consideration of data needed by the Commission. *See Commissioner*
- 2:00 p.m. Inspection of records depositories. *See Commissioner*

January 8, 1947

Dr. J. Cayce Morrison
Assistant Commissioner for
Research
State Education Department
Albany 1, N.Y.

Dear Dr. Morrison:

Thank you for your prompt reply to my inquiry concerning the option on the property across Elk Street. I haste to reassure you that I personally am unimpressed by the arguments advanced in favor of removing the new Archives department from the State Education Department. In holding this option on this obviously desirable piece of ground, you have an additional argument.

On what I said at Albany and in letters since I do not want anyone to get the impression that I feel that the State Library would be incompetent to carry out an archival program. I would say that both the tradition and the law would favor that institution. In effect, an archival agency in the State Library would be merely a recognition of the fact that the Department of History and Manuscripts has reached that point in its growth that it two functions - manuscript and archival - should be split in two for efficient future operation. Such a separation of functions has been the history of a number of states, including Illinois.

My feeling that the archives department should be separate from either the State Library or the Department of Archives and History is that I do not think either department could get adequate appropriations either for the archival or other functions. At least, to judge from our experience here, we had to be very careful that "the tail did not wag the dog." I would guess that the archives department in the State Library would double the budget of that institution, and in the face of the present clamor for economy - think that might prove disastrous. Because of their need for help in solving their record problems, I believe the State officials are in a mood to fight for appropriations for adequate appropriations for a separate department, but I doubt if they would if it were under either of the departments, history or library. Or would they?

Sincerely,

Misc.

January 11, 1947

Dr. J. Cayce Morrison
Assistant Commissioner
on Research
New York State Education Dept.
Albany 1, New York

Dear Mr. Morrison:

Mr. Cory has sent me a copy of Mr. Eddy's report and with this list of records relating to New York Archives probably will give me sufficient information. A hasty glance through what you have just sent me does not tell me what relation, if any, the Secretary of State has to records. In Illinois, our Secretary of State under the constitution is the recording officer for the governor and holds all constitutional and legislative records. If there are such legal provisions in New York State as there are in so many states, that fact may have a bearing upon the recommendations I would make as to the organization of the department.

I am now trying to make train and hotel reservations, and will try to be at your office, room 102, State Education Building, at 9:30, 27th of January.

Very truly yours,

SECRETARY OF STATE AND STATE LIBRARIAN

Library
EJB:MCH
fo

January 16, 1947

Archives

Miss Rogers

I wish permission to be absent from the office from Saturday noon, January 25 to Thursday morning January 30 to attend the meeting in Albany, New York, of the Advisory Commission to which I have been appointed. This meeting will be held on Monday and Tuesday of that week. There will be a second meeting at a later date.

Three men, at least one of whom is from the Legislative Council of New York, are returning with me to study our Illinois archives.

Archivist

ARTHUR M. WICKS
CHAIRMAN

D. MALLORY STEPHENS
VICE-CHAIRMAN

SAMUEL L. GREENBERG
SECRETARY



STATE OF NEW YORK
TEMPORARY STATE COMMISSION
ON
COORDINATION OF STATE ACTIVITIES
ROOM 332, STATE CAPITOL
ALBANY 1, N. Y.

EX OFFICIO

BENJAMIN F. FEINBERG
OSWALD D. HECK
ELMER F. QUINN
IRVING M. IVES
IRWIN STEINGUT

DONALD AXELROD, RESEARCH DIRECTOR

NEW YORK CITY OFFICE
ROOM 507, 12 E. 41 ST.
TEL. MURRAY HILL 3-1037

J. RAYMOND MCGOVERN
GEORGE T. MANNING
HARRY GITTLESON
LAWRENCE E. WALSH
PAUL STUDENSKI
ALLEN J. GOODRICH

WILLIAM B. GROAT, COUNSEL

THOMAS LAROSA, ATTORNEY

January 17, 1947

Miss Margaret C. Norton
Archivist, Archives Division
Illinois State Library
State Archives Building
Springfield, Illinois

Dear Miss Norton:

Since my telephone call to you last week I have been able to make more definite arrangements about getting out to Springfield to see you. We plan to arrive in Springfield on Wednesday, January 29th at 3:00 P.M. and to leave on Friday, January 31st at 5:00 P.M.

With your kind assistance we hope to devote possibly part of Wednesday, Thursday and part of Friday to a survey of your archival system. In addition to your procedures and relationships with the various State departments, we are also interested in exploring your relationships with the State Library and Secretary of State. We would be indebted to you for an opportunity during our stay to confer with you, the Secretary of State and the State Librarian.

The only fly in the ointment so far is our failure to get hotel reservations. Both the Lincoln and Leland turned us down. Two days ago I wired the Council of State Governments in Chicago to ask further assistance. So far we have not heard from them.

It is fortunate that we will have the opportunity to see you here in Albany on January 27th and 28th. I understand that a conference has been arranged to include you, the other consultants and representatives of various State departments.

In appreciation of your courtesy, I am

Sincerely yours,

Donald Axelrod

Donald Axelrod
Research Director



HOTEL WELLINGTON

Albany's Only "Garage-IN" Hotel
ALBANY, I. N. Y.

January 17, 1947

Miss Margaret C. Norton
Illinois State Library
Springfield, Ill.

Dear Miss Norton:

We have your recent letter and regret to advise that we are booked to capacity on January 27th.

May we assure you that we are sorry not to be able to take care of you as you have requested, and hope to have the opportunity to be of better service in the future.

Sincerely yours,

WELLINGTON HOTEL and GARAGE

L. L. Farr
Assistant Manager

January 20, 1947

Mr. Donald Axelrod
Research Director
New York State Temporary Commission
on Coordination of State Activities
Room 332, State Capitol
Albany 1, N.Y.

Dear Mr. Axelrod:

We have secured a reservation for the three of you at the Illinois Hotel in Springfield, for the nights of Wednesday January 29 and Thursday January 30. This is an old commercial hotel but respectable and downtown. And may I say that you are indeed lucky to get any space when the General Assembly is in session as all hotel rooms here are engaged for months ahead.

We note that you are planning to come down on the 3:00 P.M. train on Wednesday. As I told you, I expect to be in Chicago all day Wednesday and to come down on the Abraham Lincoln train on the Alton which leaves the Union Station at 4:50 P.M. and arrives in Springfield at 7:55 P.M. This is a much better train than the one which gets here at 3:00 P.M. Why don't you stay over in Chicago for the day and come down with me?

Miss Rogers, the Assistant State Librarian and the Deputy Assistant State Librarian, Miss Dieckhaus will both be out of the city on Wednesday but will be in on Thursday. The Secretary of State, the Honorable Mr. Barrett will be tied up with legislative matters on Wednesday. Therefore, we will not be in a position to give you any assistance Wednesday morning when you are in Springfield, but we could have a good talk on the train coming down.

It may be difficult to get an appointment with the Secretary of State himself just at this time, but Miss Rogers and I have discussed the matter and I think she will be able to give you the information you need. The whole matter of the relationship between the archives and the State Library was restudied in 1939 when the Illinois State Library was reorganized, under the late Edward J. Barrett who was then Secretary of State and State Librarian. I doubt if the present Secretary of State has had occasion to give much thought to the matter.

The fact that the Illinois archival set-up as a section of the State Library has worked so well here is often cited in other states as an argument in favor of putting all archival agencies in other states under the state library. We try to call attention to the fact that there are peculiar legal circumstances in Illinois government which make the State Library the logical place for the archives. In the first place, the Secretary of State is charged with the custody of the records not only of his own office, but also those of the General Assembly, the Governor, the Constitution and records of Constitutional Conventions, and with certain other extremely important records such as title records to State owned real estate, the enrolled laws, etc. Therefore the archives of Illinois belong under the Secretary of State. The Secretary of State in Illinois is also State Librarian. The Illinois State Library is strong, it is recognized as a professional organization protected by civil service. Therefore, if the archives were to be under any other department, the State Library is the place for it. Illinois, as you know, has a strongly centralized governmental organization - all bureaus are placed under large departments - and we have no small weak boards and commissions .

There is one other point which I would make in relation to our own set-up, and that is, that no small part of the success in the administration of the library and the archives has been the attitude of the Assistant State Librarian. It is true that the administrative office takes care of all matters relating to the budget, to personnel, to the ordering of supplies and equipment - all purely administrative matters - but beyond that the State Library and the Archives Department of the State Library are administered separately. Of course large matters of policy are discussed with Miss Rogers, but she never interferes with the professional side of the archives work. The archives is an archival agency, the other divisions of the State Library are run in accordance with library principles. With a less sympathetic Assistant State Librarian I can see danger that the archives department might degenerate into a mere library alcove, devoting most of its energies to antiquarianism. If the archivist wanted equipment and the state librarian wanted new bookmobiles, it is likely that the bookmobiles would be purchased first.

Until I have heard all that the Albany people have to say, I shall not decide what advice to give about your archival organization. I merely make the above statements because we are so often cited as an example of what other people should do

There is one other thing I should mention. I notice that you say you are returning on a train leaving Springfield at 5 P.M. That is a local getting into Chicago an hour later than the ~~Albany~~ ~~Albany~~ which leaves here on the Alton at 6:18 P.M. and

arrives at Chicago at 9:45 P.M. It is necessary to change trains and stations at Chicago. You should allow a minimum of 45 minutes to an hour for the transfer. It is possible to go straight through without change of station in Chicago by taking the Michigan Central and the Illinois Central. Neither railroad has as good or as frequent trains as the New York Central - Alton combination. Springfield patronizes the Alton chiefly between here and Chicago.

Since I have gone over to the third page, I will cite for your amusement, the dilemma of the Gulf and Mobile Ohio Railroad which has recently purchased the Alton to give direct connection between Chicago and New Orleans. The Gulf and Mobile's crack train, the Rebel, connects with the Alton's crack train the Abraham Lincoln, and they cannot decide what to name the consolidated train.

So far I haven't been able to obtain any hotels reservations in Albany. I have told Mr. Morrison my troubles, and hope he will be as lucky in finding something for me as we have been with you.

Sincerely,

(Miss) Margaret C. Norton
Archivist

January 20, 1947

Dr. J. Cayce Morrison
Assistant Commissioner
for Research
State Education Department
Albany 1, N.Y.

Dear Dr. Morrison:

All three Albany hotels - Ten Eyck, Wellington and De Witt Clinton - have turned me down flatly and firmly on reservations. I have my railroad tickets and reservations. Now where do we go from here? If we try to postpone the meeting to the time when the hotels can take me, perhaps I could not get railroad reservations.

The only person I know in Albany well enough to suggest staying with her is Edna Jacobsen of the State Library. I doubt if she is conveniently situated for overnight guests and anyhow, she is one of those vitally interested in the decision as to where the archives will be put, and I would rather not put myself under obligation to her.

Are there any first class tourist homes or another hotel. In other words, putting it bluntly, if you want me to come, would you please be so good as to try to find accommodations for me. Is there anything over in Troy?

I hate to be a nuisance, but also hate to start off with no place to lay my head. Railroad station benches and jail beds aren't soft.

Sincerely,

(Miss) Margaret C. Norton

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WESTERN UNION

1201

SYMBOLS

DL = Day Letter

NLT = Cable Night Letter

(57) •

NLT = Cable Night Letter

Ship Radiogram

A. N. WILLIAMS, CHAIRMAN OF THE BOARD

JOSEPH L. EGAN, PRESIDENT

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NG13 10=C ALBANY NY 22 1116A

MISS MARGARET HC HORTON=

12-17 JAN 22 4:10:58

ILLINOIS STATE LIBRARY=

WILL ARRANGE HOTEL RESERVAIONS WHEN WILL YOU ARRIVE WIRE
COLLECT=

J AYCE MORRISON.

HC .

COMPANY WILL APPRECIATE SUGGESTIONS FROM ITS PATRONS CONCERNING ITS SERVICE

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A. N. WILLIAMS, CHAIRMAN OF THE BOARD

JOSEPH L. EGAN, President

The filing time shown in the date line on telegrams and day letters is STANDARD TIME at point of origin. Time of receipt is STANDARD TIME at point of destination.

NG29 16 7 EXTRA=C ALBANY NY 22 212P

MISS MARGARET NORTON STATE ARCHITECT ILL STATE LIBRARY=

IF NO RESERVATION STAY WITH ME MONDAY LETTER FOLLOWING=

EDNA L JACOBSEN NEW YORK STATE LIBRARY ALBANY NEW
YORK.



STATE OF NEW YORK
TEMPORARY STATE COMMISSION
ON
COORDINATION OF STATE ACTIVITIES
ROOM 332, STATE CAPITOL
ALBANY 1, N.Y.

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DONALD AXELROD, RESEARCH DIRECTOR

NEW YORK CITY OFFICE
ROOM 507, 12 E. 41 ST.
TEL. MURRAY HILL 3-1037

January 22, 1947

Miss Margaret C. Norton
Archivist, Archives Division
Illinois State Library
State Archives Building
Springfield, Illinois

Dear Miss Norton:

Shortly after I wrote to you I received a call from the Council of State Governments in Chicago informing me that they had managed to get reservations for us at the St. Nicholas Hotel. However, I am deeply appreciative of the trouble you took to get rooms for us at the Illinois Hotel. I dare say that the Illinois Hotel will have no trouble in disposing of the rooms for next Wednesday and Thursday. I am going to check with Dr. Morrison to find out whether he has had any luck in getting you accommodations here in Albany.

Your suggestion about changes in our train schedule sounds good to me. I would like to discuss this further with you next week. As you know, we would also like to discuss with you various points you make concerning the organization of a state archival agency.

Sincerely,

Donald Axelrod
Donald Axelrod
Research Director

THE UNIVERSITY OF THE STATE OF NEW YORK
THE NEW YORK STATE LIBRARY
ALBANY 1

CHARLES F. GOSNELL
STATE LIBRARIAN

MANUSCRIPTS AND HISTORY SECTION
EDNA L. JACOBSEN
HEAD OF SECTION

Wednesday, January 22, 1947

Dear Margaret,

I hope you received my telegram sent earlier this afternoon, but I feel it needs some explanation.

This morning Dr. Gosnell asked me whether I knew where you were going to stay, and I told him I did not — that I supposed the Division which invited you had cared for that and that I was supposed to be nothing to do with arrangements. I don't know why, but he seemed concerned, asked me to write you to determine whether you had a reservation and if not to make one for you. Eric said the same! The Wellington informed me they had nothing for you they had nothing for Monday, as you had requested. The De Witt has nothing. In addition to the Legislature, a Towns convention is being held next week, so everything seems to be taken.

Therefore, although my room at the City Club is tiny, I am offering it to you. I know you will be warm, will have hot water, and will be near the Education Building. I assume you plan to come by sleeper, arriving in Albany Monday evening.

09 + 7.
January 23, 1947

Dr. C. Gayce Morrison
Room 102
State Education Building
Albany, N.Y.

Dear Dr. Morrison:

Your welcome telegram saying that you have made a reservation for me at Henning Hall, 150 State Street, came last evening. Earlier in the day I had had a telegram from Edna Jacobsen saying that she would take me in if I could not get into a hotel, so I feel very much relieved. If this were summer and I were driving, I would not have bothered you, because I would know I could find something. Remembering the Albany winters of my day there, I realize that one cannot do much footwork looking for lodgings. I hated to trouble you, but realized I should have to do so now or later.

Henning Hall sounds like a tourist place. From the address I guess it is quite close in - at any rate, I lived at 100 Lancaster Street just off Swan. Of course Albany street numbers are willful, but this cannot be very far off.

I am looking forward to the meeting of the Advisory Commission, and hope we can be helpful to you.

Sincerely,

January 24, 1947

Miss Edna Jacobsen
City Club
257 State Street
Albany, N.Y.

Dear Edna:

When Dr. Morrison wrote me the date for the meeting of the advisory commission, he said for me to make my own reservations and listed the three big hotels. I immediately wrote to all three, and by Tuesday of this week had been turned down by all of them. Since it has been over thirty years since I was living in Albany, I did not know where else to write and since the time was limited I thought the best thing to do was to request Dr. Morrison to find something for me. I told him you were the only person I now know very well in Albany, but that I did not think you were situated so as to have overnight guests. Evidently he put the problem up to you.

Night before last I had a telegram from him saying that he has made a reservation for me at Henning Hall, 150 State Street, which I assume is a tourist home near the Education Building. At least, I lived at 100 Lancaster Street which was just off Swan Street. I therefore will probably not have to force myself on you, unless something goes wrong or that place turns out to be impossible. I appreciate your gracious offer of hospitality, however.

The only train reservation I could get was on the Twentieth Century Limited which gets in at the ungodly hour of 6:27 A.M. That is always on time, alas! I am just going to bring an overnight bag for easy maneuverability. I think I will stop somewhere and get breakfast before I hunt up Henning Hall. I will probably have time to run in to see you for a minute or two before the meeting.

I had originally planned to get to Albany Sunday afternoon so I could see a little of the old town before I got down to business. I want to see something of you while there. I don't know what is planned for Monday night, but my train doesn't leave until 8:37 Tuesday night, so that ought to give us time to have dinner together Tuesday. Will you be my guest?

Sincerely,

CONFERENCE OF DEPARTMENT REPRESENTATIVES ON STATE'S RECORDS SYSTEM
Regents Room, State Education Building, Albany
January 27, 1947

Presiding: Doctor L. A. Wilson

Present throughout the session: Morrison, Guthe, Flick, Robinton,
Crocker and Jacobsen

Present following the conference with the Governors: Specialists
Buck, Evans and Norton; and Doctors Corey and Gosnell

Attached is a list of department representatives who
were present.

Doctor Wilson called the meeting to order and explained
briefly the Regents' plan for a new building and increased service
to the State departments of government. He then called for a brief
statement of the records problems confronting the various depart-
ments and an expression of opinion concerning the program developed
by the Regents. A summary of the remarks of the several department
representatives follows:

Audit and Control - William L. Pfeiffer

The department is now using about 17,000 square feet of storage
space; has considered microfilming records but has delayed action
because the cost is estimated at \$867,000 and would require three years
for completion. The department has considered the need of having
each record prepared in triplicate and filed in as many different
places in the State. The Retirement System, alone, has in its
files 280,000 different records. The department approves the pro-
posal by the Regents, believes that a central records building
readily accessible is greatly needed, and that "Haste is imperative."

Public Works - John A. MacCormack

Mr MacCormack made three points:

- 1 He favors a central building for storage of records.
- 2 It should be under the administration of the State Educa-
tion Department.
- 3 He approves such a study as the Education Department is
now making.

He reported that the State is now paying rental on more than 100,000 square feet of storage space. He asked that organization of the new building by departments be considered.

Taxation and Finance - Edward D. Igoe

The department is now using about 21,000 square feet for active records. In a new records building, the department would like to have a separate section, manned by members of its own staff. For consideration in the current study, Mr Igoe raised the following questions:

- 1 What is the historic value of certain reports - such as an Income Tax Report?
- 2 Could legislation be enacted that would enable his department to destroy certain types of records without obtaining the approval of the State Education Department and the Comptroller's Office?

Social Welfare - James E. Mahony

Mr Mahony asked for a blanket agreement for destruction of certain types of records in local welfare districts. He pointed to the need of his department for a central records building and said that the department was very much in favor of such a building as is contemplated.

Mental Hygiene - Paul O. Komora

The department has introduced microfilming. He thinks his department has no immediate problem. He considers it satisfactory to store locally State Institutional records. However, his department is interested in the proposed provision of a central records building and will be glad to cooperate in a study exploring the matter further.

Insurance - Carl Tynermass

The department is now using about 4,000 square feet of storage space. Most of its records are destroyed periodically under provision of the law. The department must preserve the annual reports of insurance companies and has stored them with the State Library for the period - 1868-1915.

Agriculture and Markets - Foster Potter

The department has now in active use about 2,000 square feet of storage. It has no immediate need for additional storage space but looks with favor upon the proposal for a central records building.

Discussion:

Mr Arnstein raised the question as to duplication of records because of the fact that some records are kept by two or more departments.

Mr MacCormack pointed out that there is now about 15,000 square feet of storage in the Capitol basement and about 9,000 square feet in the Governor Alfred E. Smith State Office Building. Some of this storage space is altogether unsatisfactory and other portions of the space could be used to better advantage.

Banking - Gerald R. Dorman

Mr Dorman thinks a central records building is desirable. His department is getting its records into condition for microfilming.

Commerce - Anne E. Lowry

The Commerce Department is new. At present it has adequate space for storage but is interested in the proposal for a new, central records building.

Conservation - Robert A. Wells

At the present time, the Conservation Department has adequate space for storage and does not feel any need for a central records building.

Division of Military and Naval Affairs - Col. Frederick A. Thiessen

Colonel Thiessen sees no need for a central records building at the present time.

Division of Alcoholic Beverage Control - Erich A. Olsen

The Division of Alcoholic Beverage Control has a request pending for microfilming records. It is now using 2,100 square feet of storage space. Mr Olsen expressed the opinion that a central records building is a good idea.

Division of State Police - John R. McCormick, Staff Sgt.

No records space is needed at present.

Division of Veterans' Affairs - J. Palmer Harcourt

The division has no records problem at the present time.

Division of Parole - Samuel B. Viner

The department has a very definite and urgent problem. Records must be kept. "Records are eating us out of house and home." His department is considering microfilming records; it has an appropriation for doing so but is meeting difficult problems. Records are stored in cardboard boxes which are most unsatisfactory. The division would welcome a central records building.

Correction - Price D. Chenault

Correction has a tremendous problem through accumulating records at a rapid rate - records which cannot be destroyed. Recognizes some duplication between Correction and Parole. Some good office space is being used for records - both in Albany and in the institutions. The department would welcome a central records building and considers provision for it an urgent matter.

Public Service Commission - Murray G. Tanner

It needs space desperately and would welcome a central records building.

Civil Service - Harry G. Fox

There is no records problem in Civil Service. Microfilming will be completed in about two years.

Discussion:

Miss Norton reported the experience of Illinois with reference to certain issues raised by department representatives. She pointed out the value of a building, readily accessible to the several departments of government. She approved the division of the central records building into compartments assigned to the respective departments of government, but thought it better to have the space assigned to the several departments staffed by personnel responsible directly to the State Archivist. She pointed out that Illinois has made provision for certain types of records to be housed in vaults comparable to safe deposit vaults. Illinois now has in its central records building about 90 per cent of all the records which, by law, would be admissible to the central records building. It has developed an arrangement that seems entirely satisfactory - both to the Archivist and to other departments of government.

Doctor Buck spoke on the following points:

- 1 when a paper becomes a record
- 2 rules for breaking off a current file

- 3 the value of the monthly conference on records administration in Washington
 - 4 the danger of placing too much emphasis on storage
 - 5 records needed only for "dead" storage should be destroyed
 - 6 the dangers of placing too much emphasis on historical records - The question is to determine when a record has enduring value.
- He suggested the following tests to determine whether a record should be kept: historical, informational or research value.

THE UNIVERSITY OF THE STATE OF NEW YORK

Representatives to the Conference on State Records
January 27, 1947

Department Represented

Name and Title

State Coordination Commission	William A. Arnstein, Consultant
State Conservation Dept.	Robert A. Wells, Secretary
Senate Finance Committee	
N.Y.S. Coordination Commission	Conrad J. Heiselman
Social Welfare	James E. Mahony, Dir. of Office Adm.
	Byron T. Hipple, Jr., Assistant to the Commissioner
	W. L. Pfeiffer, Deputy Comptroller
Audit and Control	Peter D. Shippee, Asst. Deputy Supt.
Banking	J. P. Harcourt, Asst. Admin. Director
Div. of Veterans' Affairs	Anne E. Lowry, Sr. Adm. Asst.
Commerce	Col. Frederick A. Thiessen
Military and Naval Affairs	Edward D. Harper, Dep. Sec. of State
Dept. of State	John R. McCormick, Staff Sgt.
Div. of State Police	Foster Potter
Dept. Agriculture & Markets	Edward D. Igoo
Taxation and Finance	Leo J. Doyle, Prin. Clk.
Insurance	Davis L. Shultes, Statistician
Insurance	Carl Typermass, Deputy Supt.
Insurance	John A. MacCormack, Asst. Supt. M & O
Dept. of Public Works	Price Chenault, Dir. of Educ.
Dept. of Correction	P. O. Komora, Secretary
Dept. of Mental Hygiene	Charles H. Foster
Budget	Donald Axelrod
Coordination Commission	Thomas LaRosa
Coordination Commission	Karl E. Wasmuth
Dept. Mental Hygiene	S. E. Viner
Division of Parole	Tanner (Murray G.)
Public Service Commission	Fox (Harry G.)
Civil Service	

January 31, 1947

Dr. J. Cayce Morrison
Room 104 State Education
Building
Albany, N.Y.

Dear Dr. Morrison:

Messrs. Axelrod, Heiselman and Arnstein started back to Albany this afternoon. Having been occupied with them since my return, this is my first opportunity to drop you a note. These gentlemen told me last evening that they expect to file their own report on the archives not later than March 15th, and that they are going to recommend that an independent archival agency be set up in the Executive Department. Such being the case, would it not be desirable for the commission of which I am a member to file its report at least that early? I have an idea that the three of us are in substantial agreement as to what type of organization to recommend, but that it may take considerable thought to get down on paper our ideas about the scope and organization of the department. I feel pretty sure that we will be recommending that the archives be divorced both from the library and the historical departments, but of course to be under the aegis of one of the major departments, but which one I do not believe we have either the knowledge nor the inclination to determine.

There is one question for which I would like an answer: Who has the option on that piece of property - the State or the State Education Department?

You may recall that I remarked at one sessions of the Commission that I felt concurrently with our study there should be a similar survey of the historical agencies of the state. This got no favorable response. I had no opportunity to discuss this with Dr. Corey, but I had a long talk with Edna Jacobsen on the subject the last evening I was in Albany. I feel very strongly that the separation of archival functions from their two departments should not result in weakening either, but should rather release energies for better work on both sides. There can be no question, I believe, that in New York as in Illinois, archival work will take all the energies of whatever agency undertakes it.

After my visit in Albany, I feel more than ever that your archival administrative problems will be more nearly like ours in Illinois than those of the National Archives. You are an older state, but you have about the same kinds

of departments doing about the same kind of work in about the same kind of way. You are larger - I believe you have about 80,000 state employees to our 32,000 - and you are older, but I ~~do not~~ believe that your bulky modern records which cause the problems, came into existence about the same time ours began to pile-up.

It seems to me that one reason why Illinois is credited with having a fairly successful archival department is due to the fact that Illinois also has a very strong historical department. The Illinois State Historical Library is governed by a board appointed by the Governor while the archives is under the Secretary of State. We could not work in closer harmony if we were under the same direction. The reason for that is that each has its own clearly defined field, with practically no duplication of work. Dr. Gosnell expressed the opinion that there would be duplication of work if the archives were taken out of the Department of History and Manuscripts, especially in the matter of building up of competing libraries. Actually in Illinois the archives has a very small reference library - just a set of session laws, an incomplete set of revised statutes, the legislative journals, the collected documents (discontinued 1911), the dozen or so basic Illinois histories, the Blue Books and a few of the general reference books - probably not over seven hundred volumes at the most. For more detailed historical reference we rely heavily upon the State Historical Library; for Illinois documents upon the General Reference Section of the State Library. When reference questions come to either of us, we answer what we can from our files, and if we feel the other fellow has something to add, we send along the request to him to answer. That might sound as though all the reference work ought to be done by one department. In practice, however, such bi-departmental questions come in relatively seldom. Our State Historical Library has the general collection on American history, Illinois history, Lincolniana, private manuscripts, church records, genealogy and newspapers. This library is headed by the State Historian who is also secretary to the Illinois Historical Society. In addition to his general duties of promoting interest in State history (although he has nothing to do with historical sites), he is the historical editor for the State and for the historical society. We do not publish archival documents (maybe an occasional one in Illinois Libraries like the recent summaries of the old French marriage records) but turn them over to the State Historian, who has the editorial staff qualified to do it, for publishing.

What I am trying to say, in these many words, is that the stronger your historical department(s) are made, the stronger your state archival agency will be. That is much truer in the case of a state archives than in the case of the National Archives, for, I believe, you will find a larger proportion of permanent records in the state than in the national government, and it is the permanent records which tend to take on historical values.

Edna Jacobsen has done a superb job of organization and making of finding mediums for the older records now in the custody of the State Library and I am sure there is no thought of removing them to the new archives. I do think New York has the framework for an historical-archival set-up, each in its distinctive field, which will make each stronger for the other.

Please accept my sincere thanks for the opportunity of participating in this project. I came away from the meeting with a feeling that the members of the Commission, at least, had clarified the philosophy of archives for ourselves so that at least we shall be greatly benefited personally whether we help you meet your objectives or not. It has been a great experience.

From time to time I shall think on paper for your benefit, as well as work with other commission members in formulating our report.

Many, many thanks for your warm hospitality (including the weather). I always liked Albany, and I find it has not changed.

Sincerely,

January 31, 1947

Dear Edna:

Messrs. Axelrod et al. got here before I did and did not leave until this afternoon, so this is my first opportunity to write you a note. I have just written Dr. Morrison what I intended to be a very brief letter, but which turned out to be a three page plea for a stronger historical department - not a stronger department, but I mean stronger support for your work. Probably he will show you the letter.

I had an uneventful trip home. It snowed and sleeted all day in Chicago but I spent the day in Marshall Field's and got out before the storm interfered with downtown traffic.

What an interesting time you folks gave us in Albany! Whether the commission helps you folks or not, it stimulated us to try to really think through philosophical archival problems.

What did me the most good, though, was your own generous hospitality. It was nice to see again that gracious living that I don't believe is found anywhere except in the East. I had persuaded myself that I probably should stay right here after my retirement, but that trip stirred my old nostalgia for New England and the Hudson river. I notice that I head that way every time I get a chance.

Please remember me to the friends old and new I saw at Albany, especially to the people at the club.

I am too tired to write a long letter at this time, but you will be hearing from me again soon.

Sincerely,

D. H. & Z.

February 4, 1947

Mr. Heiselman
New York State Temporary Commission
on Coordination of State Activities
Room 332, State Capitol
Albany 1, New York

Dear Mr. Heiselman:

Enclosed are copies of two of the numerous documents on Oscar W. Neefe. These two, we believe, give you a fairly good statement of the charges against him. Apparently nothing further was charged against him, except that he was an indiscreet talker. It is an interesting case.

We found your visit here both stimulating and interesting to us, and we hope possibly suggestive to you. You may be interested to know that another clerk was added to my staff this month, which will greatly relieve our accumulation of unfinished work. So far I have had no opportunity to give any attention to the large package of material given me to study at Albany. I am personally still not convinced that the new Archives Department should be taken away from the Educational Department. However, my commission does not feel that it has the information to make the final decision on this point. I hope we can sign our report at least as early as yours is signed. Your report as I understand it will make a definite recommendation about the governmental set up of the new Archives Department, but will not go into detail as our report will on the work that the Archives Department should be called upon to do and upon its own internal work.

If there is any supplemental information which I can give you, which will be helpful, please feel free to call upon me to do so.

Sincerely,

Archivist

MCN:fo

Encl:

THE UNIVERSITY OF THE STATE OF NEW YORK
THE STATE EDUCATION DEPARTMENT
ALBANY 1

J. CAYCE MORRISON
ASSISTANT COMMISSIONER FOR RESEARCH

February 4, 1947

To Members of Committee
New York State's Records System

Doctor Selon J. Buck
Doctor Luther H. Evans
Miss Margaret C. Norton

Dear Friends:

This will cover certain points raised in our final conference Tuesday afternoon, January 28.

Your statement of honorarium was submitted to the Finance Division January 29th and check in payment thereof should reach you in approximately three weeks.

If you wish to have a one-day meeting in Washington or New York, please advise me in advance as to the date and I shall be glad to arrange it on the same honorarium basis as for a meeting in Albany.

As soon as the Commissioner has had opportunity to examine and approve Metcalf's Report on the New York State Library, I will send a copy to Doctor Buck who will route it to the other members of the committee.

In preparing your report, you will keep in mind the suggested questions submitted by Associate Commissioner Miller during the conference with Commissioner Spaulding Monday morning and the Commissioner's request that your report outline the principles that should guide the Department and the Regents in the development of the State's Records Program. Presumably, these principles will cover functions, administrative arrangements, personnel, facilities and relationships.

It would be greatly to our advantage if your report could be in our hands prior to March 15th. If that is not feasible, please advise.

We are greatly indebted to you for the assistance you are giving to this Department and I want you to know how much all of us appreciated our association with you during the two days you were here.

Sincerely yours

J. Cayce Morrison
J. Cayce Morrison

JCM:ir

cc Doctors J. Willis Miller, Albert B. Corey, Charles F. Gosnell
and W. W. Cox

THE UNIVERSITY OF THE STATE OF NEW YORK
THE STATE EDUCATION DEPARTMENT
ALBANY 1

J. CAYCE MORRISON
ASSISTANT COMMISSIONER
FOR RESEARCH

February 5, 1947

Miss Margaret C. Norton, Archivist
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

Thanks so much for your letter of January 31.

My special delivery letter to members of the Committee which went out Tuesday anticipated the date suggested in your letter for filing of the Committee's report.

I am much indebted to you for the advance information you have given us.

As to the parcel of property across Elk Street from the Education Building, under the New York State law, the option was obtained by the Department of Public Works at the request of the State Education Department. If the proposed State Records Program should be separated from the State Education Department, I think it is certain that the Department would make every effort to hold the option on the Elk Street property for a new Education Office Building.

I hope you will pass along to me any other thoughts you may have on the subject and I shall be glad to send you such other information as you may want.

Sincerely yours


J. Cayce Morrison

JCM:r

cc Doctor Solon J. Buck
" Doctor Luther H. Evans

ARTHUR H. WICKS
CHAIRMAN

D. MALLORY STEPHENS
VICE-CHAIRMAN

8. 2. 18.
SAMUEL L. GREENBERG
SECRETARY



STATE OF NEW YORK
TEMPORARY STATE COMMISSION
ON
COORDINATION OF STATE ACTIVITIES
ROOM 332, STATE CAPITOL
ALBANY 1, N.Y.

February 5, 1947

EX OFFICIO

BENJAMIN F. FEINBERG
OSWALD D. HECK
ELMER F. QUINN
IRVING M. IVES
IRWIN STEINGUT

DONALD AXELROD, RESEARCH DIRECTOR

NEW YORK CITY OFFICE
ROOM 507, 12 E. 41 ST.
TEL. MURRAY HILL 3-1037

J. RAYMOND MCGOVERN
GEORGE T. MANNING
HARRY GITTLESON
LAWRENCE E. WALSH
PAUL STUDENSKI
ALLEN J. GOODRICH

WILLIAM B. GROAT, COUNSEL

THOMAS LAROSA, ATTORNEY

Miss Margaret C. Norton
Archivist, Illinois State Library
Springfield, Illinois

Dear Miss Norton:

On behalf of Mr. Heiselman, Mr. Arnstein and myself I would like to thank you for helping to make our stay in Springfield so pleasant. We carried away with us a good deal of valuable information that will help us in our various studies.

I am returning to you some reports you were kind enough to let me have.

Sincerely,

Donald Axelrod
Donald Axelrod
Research Director

THE UNIVERSITY OF THE STATE OF NEW YORK
THE STATE EDUCATION DEPARTMENT
ALBANY 1

J. CAYCE MORRISON
ASSISTANT COMMISSIONER FOR RESEARCH

February 7, 1947

To Members of Committee
New York State's Records System

Doctor Solon J. Buck
Doctor Luther E. Evans
✓ Miss Margaret C. Norton

Dear Friends:

For your information, attached is copy
of my notes taken on the conference of department
representatives on the State's Records System.

Sincerely yours


J. Cayce Morrison

JCM:RP

Att. 1



SENATE FINANCE COMMITTEE
CONRAD J. HEISELMAN, ACCOUNTANT

THE SENATE
STATE OF NEW YORK
ALBANY

Feb. 10, 1947.

Miss Margaret C. Norton,
State Archivist,
Springfield, Ill.

Dear Miss Norton:

Thanks you very much for your kind letter of the 4th, enclosing copies of records relating to my relative, Oscar W. Neebe. They are very interesting and I shall show them to other members of the family.

We are now working on our report to the Governor and legislature and you will receive a copy in due course.

You helped us a great deal in visualizing what a state records administration should be and we received many valuable ideas while visiting you and inspecting your facilities and system.

I join with my two colleagues in expressing to you and your associates our great appreciation of your many courtesies and kindnesses during our recent stay in Springfield. We hope yo see you when next you come to Albany. We are in room 332 (Senate Finance) or in room 427 (Commission).

With kindest personal regards and very best wishes,
believe me

Sincerely yours,

Conrad J. Heiselman

February 14, 1947

Dr. J. Cayce Morrison
Assistant Commissioner
for Research
State Education Department
Room 102, State Education Bldg.
Albany, New York

Dear Mr. Morrison:

Can you send me some information concerning the organization of the State Government under your 19 departments? I suspect your New York organization is quite similar to the Illinois Civil Administrative Code. Under our Code each of our departments is headed by a director, and the directors form the governor's cabinet. The director of no one department has any jurisdiction whatsoever over another department, except in the case of the finance department which has to approve voucher payments.

The commission on coordinating state activities suggested that it might be advisable to put the archives department under your executive department, since the archives department would be considered an administrative department. The implications is that your executive department could issue directives and otherwise cooperate with the archives in getting other departments to do the things which the archives would be recommending, and perhaps other state departments would be less apt to pay attention to the education department. I am wondering whether the executive department is over the other state departments or whether this is merely a general name for a group of miscellaneous divisions including, I understand, the Secretary of State's Office.

Could not and would not the governor issue directives no matter where the archives department might be located? We were assured that it would be possible to write into the law a provision that the archives department should be under civil service or otherwise stabilize in his job something, which we understand is not accustomary in other departments than the education department. That is, that normally under the other departments the heads of divisions are appointives and subjected to civil service. While it is my understanding that the advisory commission is not going to make a specific recommendations along this line, still we should have this information before we draft our analysis of the organization for the proposed archives department.

Yours very truly,

Library
EJB:MCN
fe

~~SECRETARY OF STATE AND STATE LIBRARIAN~~

5A+2.

THE UNIVERSITY OF THE STATE OF NEW YORK
THE STATE EDUCATION DEPARTMENT
ALBANY 1

J. CAYCE MORRISON
ASSISTANT COMMISSIONER FOR RESEARCH

February 14, 1947

Doctor Solon J. Buck
Archivist of the United States
National Archives Building
8th and Pennsylvania Avenues, N. W.
Washington, D. C.

Dear Doctor Buck:

Replying to your letter of February 11, the memorandum in your folder entitled, "Suggested Remarks to the Special Commission for the Study of the Records Administration Problem in the State of New York," is a copy of the memorandum presented to your Committee by Associate Commissioner J. Hillis Miller at our opening session in Albany.

The memorandum was prepared by Doctor Miller in conference with members of the staff of the State Library and of the Division of Archives and History who are jointly interested in the project. It was intended as a statement of the problems that the Department hopes the Commission will help them solve.

Sincerely yours


J. Cayce Morrison

JCM:rr

cc Doctor Luther H. Evans
✓ Miss Margaret C. Norton
* Associate Commissioner Miller

THE SOCIETY OF AMERICAN ARCHIVISTS

OLON J. BUCK, PRESIDENT
THE NATIONAL ARCHIVES
WASHINGTON 25, D. C.

February 20, 1947

ADDRESS COMMUNICATIONS TO:
LESTER J. CAPPON, SECRETARY
P. O. BOX 202
WILLIAMSBURG, VIRGINIA

Miss Margaret C. Norton
Archives Section
Illinois State Library
Springfield, Ill.

Dear Miss Norton:

I did not reply to your letter of January 14 because I expected to have an opportunity to talk with you about it in Albany, but no such opportunity presented itself. I do not think that any of us should be too much disturbed over the fact that some of the members of the Society of American Archivists have failed to grasp the fundamental concept of the archival profession and would like to transform the Society into an organization of collectors and custodians of rare documents, genealogists, antiquarians, and the like. I have no scorn for such people or their activities, but it was not to promote their interests that the Society of American Archivists was founded and, if they aren't interested in what ~~they~~ are doing, they are under no compulsion to remain with us. They have plenty of organizations of their own. The archival profession is growing, not only in Government but also in business and institutions, and the real archivists have need for and will support the Society.

A copy of a letter I wrote day before yesterday to Dr. Evans is enclosed for your information, *also a copy of one just written to Morrison.*

Sincerely yours,

Solon J. Buck

Solon J. Buck

Enclosure

Copy for Miss Norton

February 18, 1947

Dr. Luther H. Evans
Librarian of Congress
Washington 25, D. C.

Dear Luther:

Herewith I am transmitting to you the copy of the report by Ketcalf and Osborn on the New York State Library, which was received by me a week ago from Morrison with a request that I route it to you and Miss Norton and ask her to return it to his office. Please send it on to Miss Norton when you are through with it.

I found the report a very interesting document from many points of view. There are a number of references to the records problem in it and many other matters that throw light on situations and conditions that we should take into consideration in formulating our report.

I am awaiting word from you as to when we can get together to discuss the next step in this matter.

Sincerely yours,

Belon J. Back
Archivist of the United States

Copy for Miss Norton

February 20, 1947

Mr. J. Cayce Morrison
Assistant Commissioner for Research
State Education Department
University of the State of New York
Albany 1, N. Y.

Dear Mr. Morrison:

As you will note from the enclosure, I have received, read, and sent on to Evans the report on the New York State Library that accompanied your letter of February 10.

I am wondering if there is anything available in the nature of a chart or brief statement from which I could get quickly information as to the top-level organization and lines of authority in the New York State Department of Education. I am not quite certain as to the relative status of such units as the State Library, the State Museum, and the State Historian and their relationships to higher officials. If anything of the sort is available, I would appreciate receiving a copy and I presume the other members of the committee would also.

Sincerely yours,

Salon J. Back
Archivist of the United States

SJB:re

THE UNIVERSITY OF THE STATE OF NEW YORK
THE STATE EDUCATION DEPARTMENT
ALBANY 1

J. CAYCE MORRISON
ASSISTANT COMMISSIONER
FOR RESEARCH

February 20, 1947

Miss Margaret C Norton, Archivist
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

Enclosed herewith is your check for \$150 for
the two days you spent in Albany, January 27 and 28.

Sincerely yours



J Cayce Morrison

FLP
enc.

Thursday Evening

Dear Margaret,

I am so sorry to hear that you have been ill - and what a lot flu can take out of one! Everyone thought you looked so well when you were here, and you seemed so full of life. There's hoping you will gain fast now, and feel fine when you again trip East.

I'm so glad to know you are coming again, and also to see the dates. By all means plan to stay here at the Club with me. I know I can find room for you, although I can't say right now what the arrangement will be. I know you

will be comfortable, as I shall be happy
to see you. I shan't listen to your getting
my hotel reservation. But don't think for
one moment you will be discommoding me
in any way. I really mean it when I say
I want you to be my guest. Since you
will all be coming up from New York together
I don't believe I'll try to meet you. I rather
imagine you'll make the six o'clock - or
thereabouts - out of New York and get here
about nine in the evening. And I shall be
here waiting for you. However, you can let
me know later when you think you will
get here. And just cancel my ^{hotel} reservation if you

to get one. I don't listen to anything else!

I was interested in your account of the Commission's visit to Springfield and in your feeling about where the Division of Records Administration should be set up. I suppose Dr. Buck will favor the Executive Department because that's where the National Archives is - or I guess it isn't really, since it is a so-called "independent" agency. I wonder about its independence, however, since it exists only from appropriation funds to appropriation funds. We were certainly surprised when the bill was introduced, as the Commission's interim report had not as yet been released. Now it has been, and I have it here to read thoroughly. I have already gone over it once. The bill - sug -

justed - is on the report, as you doubtless know, but we understand that it is not being justified - although some surprise work may be made before the legislative adjourns, presumably on Saturday night. I noticed what the Commission said about the Illinois set-up - lots of the building being used for purposes other than archives, etc. I think the Education Department feels that it wasn't just the thing to let the bill introduced before your committee had had a chance to report. I'm still wondering who justified the idea of bringing the bill brought in - unless it was the Commission itself.

Meanwhile, I know I see plenty of work right along, whether it be serving state departments or the business of government or

Historical research. Last night I went back
and worked for three hours, and thought I should
again tonight; but it was raining when we came
out from dinner at the Wellington, so got in an
cab and rode right home.

Tuesday I saw Laurence Olivier in the
technicolor movie Henry VIII, and I don't think
I shall ever forget it. The scenes were like
beautiful paintings. The music - London
Philharmonic Orchestra - seemed rather too
loud for the small theatre, but of course it
played only occasionally. There were a great
many high school and college students
present. How wonderful it would have been
had we had such music when I was studying
Shakespeare and European and English history!

I also lead the National Male
Institute this week - in an Civic Music
Association show. It was a most
enjoyable performance, I thought; but some
of our word - the musical critics didn't
seem to be very complimentary of it. I guess
I wasn't in the mood for anything in
the modern, less-melodic vein.

Since you will be here in Holy Week I
think I'll see that you get into All Saints
this time. Will go to church at 7:30 on
Wednesday, April 2. Don't know how well
you'll get as fine weather as we did last
time - the only nice days we've had for
months.

Take care of yourself. Remember me to Mrs
Rogers.
With love, Edna



THE LIBRARIAN OF CONGRESS

WASHINGTON 25, D.C.

February 24, 1947

Dear Miss Norton:

Herewith I am sending you the Metcalf -
Osborn report on the New York State Library.
Dr. Buck and I have read it, so that you may re-
turn it to Albany when you have finished with it.

Sincerely yours,

Luther H. Evans

Luther H. Evans
Librarian of Congress

Miss Margaret C. Norton
State Library
Springfield, Illinois



THE LIBRARIAN OF CONGRESS

WASHINGTON 25, D.C.

February 26, 1947

Dear Margaret:

Buck and I lunched together today to talk briefly about our Albany assignment. We find that each of us has made enough progress in his thinking to justify the belief that the three of us could probably hold a profitable meeting to discuss the general terms of a draft report at some convenient early date. I am writing to find out whether you feel the same way about the matter and to inquire about possible dates for a one-day meeting in Washington, to be followed by a day or two in Albany.

It seems that the month of March is pretty bad for Buck and also for me. It appears, however, that the week beginning March 31 would be convenient for both of us. Please let me know if it is convenient for you and also whether you think a one-day meeting in Washington would be sufficient for us to agree upon the basic issues to be settled before we can draft a report.

Sincerely yours,

A handwritten signature in cursive script that reads "Luther H. Evans".

Luther H. Evans
Librarian of Congress

Miss Margaret C. Norton
State Archivist
Springfield, Illinois

THE UNIVERSITY OF THE STATE OF NEW YORK
THE STATE EDUCATION DEPARTMENT
ALBANY 1

February 26, 1947

To Members of Committee
New York State's Records System

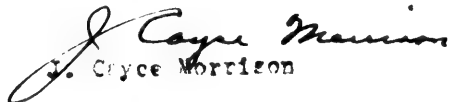
Doctor Solon J. Buck
Doctor Luther H. Evans
✓ Miss Margaret C. Norton

Dear Friends:

Consistently with Doctor Buck's request of February 20, I am enclosing an Organization Chart of the New York State Education Department. You will note that the State Librarian, the State Museum and the State Historian clear to the Commissioner through the Associate Commissioner for Higher Education, Doctor J. Hillis Miller.

Under separate cover, I am sending you a copy of the report on THE NEW YORK STATE LIBRARY by Doctors Metcalf and Osborn.

Sincerely yours


J. Clyde Morrison

JCM:ir

Enc. 1
Separate cover - 1

cc Doctor Albert B. Corey
Doctor Charles F. Gosnell

March 6, 1947

Dr. J. Cayce Morrison
Assistant Commissioner for Research
State Education Department
Albany 1, N.Y.

Dear Dr. Morrison:

Thank you for the check which came last week. I have been housebound for a week with influenza which struck suddenly and sharply. As this is the first illness I have had for over three years, I suppose I should not complain, but I wish it could have come at a more opportune time. I am getting along all right, but I shall not be able to travel for at least a couple of weeks, which is going to delay the submission of the report of the Advisory Commission unless the other members want to go ahead without me.

Under the circumstances, I have proposed that we try to present a preliminary report based upon a correspondence interchanging ideas, and I have outlined to Dr. Ruck my present thoughts on what might be included in this report. Then as soon after March 15th as I can make it, we should have a meeting in Washington, followed probably by further conferences in Albany with a detailed report as soon as possible after that.

What I fear is that the Axelrod group, which expires this month, will try to rush through its bills covering their recommendations, without waiting for our report. This would be most unfortunate, as I suspect that their report may not entirely coincide with theirs, and I know it will not be based upon an understanding of all the factors involved.

I will return the Metcalf report in a few days. I want to take some notes on it first.

Sincerely,

THE UNIVERSITY OF THE STATE OF NEW YORK
THE STATE EDUCATION DEPARTMENT
ALBANY 1

J. CAYCE MORRISON
ASSISTANT COMMISSIONER FOR RESEARCH

March 3, 1947

To Members
New York State's Records System

Doctor Solon J. Buck
Doctor Luther H. Evans
✓ Miss Margaret C. Norton

Dear Friends:

Attached is a summary statement of the
historical development of records keeping in New York
State, prepared by Doctor Corey, Director of the
Division of Archives and History.

Sincerely yours


J. Cayce Morrison (21)

JCM:r

Att. 1 - "The Story of Records Keeping in New York"

cc Doctor Charles F. Gosnell
" Doctor Albert B. Corey

Dictated but not read

THE UNIVERSITY OF THE STATE OF NEW YORK
THE STATE EDUCATION DEPARTMENT
ALBANY 1

J. CAYCE MORRISON
ASSISTANT COMMISSIONER
FOR RESEARCH

March 4, 1947

Miss Margaret C. Norton, Archivist
Illinois State Library
Springfield
Illinois

Dear Miss Norton:

Thank you for your letter received February 11, relative to the option on property across Elk Street and the possible location of the proposed archives building.

As soon as Doctor Morrison returns from Atlantic City (probably Friday of this week), he will undoubtedly write you.

Very truly yours



L. Emilie Ruchti
Senior Stenographer

R

CLASS OF SERVICE

This is a full-rate Telegram or Cablegram unless its deferred character is indicated by a suitable symbol above or preceding the address.

WESTERN UNION

JOSEPH L. EGAN
PRESIDENT

1201

SYMBOLS

FD - Deferred Letter

120P - Letter

LC - Deferred Cable

NLT - Cable Night Letter

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NG33 PD=C ALBANY NY 7 135P

MISS MARGARET C NORTON=

ARCHIVIST ILL STATE LIBRARY=

1347 MAR 17 PM 11:20

HAVE ASSURANCE THAT BILL TRANSFERRING ARCHIVES FROM
EDUCATION DEPARTMENT WILL BE HELD IN COMMITTEE LETTER
FOLLOWS=

J CAYCE MORRISON.

.CAYCE.

THE UNIVERSITY OF THE STATE OF NEW YORK
THE STATE EDUCATION DEPARTMENT
ALBANY 1

J. CAYCE MORRISON
ASSISTANT COMMISSIONER FOR RESEARCH

March 10, 1947

To Members of Committee
New York State's Records System

Doctor Solon J. Buck
Doctor Luther H. Evans
✓ Miss Margaret C. Norton

Dear Friends:

Following Doctor Corey's telephone conversation with you March 6, I wired you March 7, as follows:

"Have assurance that bill transferring archives from Education Department will be held in Committee. Letter follows."

The assurance given the Commissioner indicates that the bill will rest in Committee this year. Presumably, this makes it possible for the committee to make a thorough appraisal of the situation and to present a report which, in its judgment, will best serve the interests of the State. In saying this, I assume that you will wish to complete the job as early as is consistent with your obligations.

As indicated in Miss Norton's letter of January 8, our problem is three-fold:

- 1 Should the State records building be under the direction of the Regents or under the administrative direction of the Executive Department of government?
- 2 If the State records building is to be administered by the Regents, should it continue in the Division of Archives and History, or should Archives and History be separated into two units - each under a director?
- 3 Regardless of the placement of administrative responsibility for the State records building, what should be its relation to the New York State Library?

Sincerely yours


J. Cayce Morrison

JCM:ir

cc Doctors Corey, Gosnell, and Cox

THE UNIVERSITY OF THE STATE OF NEW YORK
THE STATE EDUCATION DEPARTMENT
ALBANY I

J. CAYCE MORRISON
ASSISTANT COMMISSIONER
FOR RESEARCH

March 10, 1947

Miss Margaret C. Norton, Archivist
Illinois State Library
Springfield
Illinois

Dear Miss Norton:

The enclosed copy of letter to the committee in general answers your letters of January 8 and March 3, respectively.

I am very glad indeed to have the reprint of your article from the Illinois Libraries on "Organizing a New State Archives Department."

We were sorry to learn of your recent illness and hope that you are now fully recovered.

Sincerely yours


J. Cayce Morrison

JCM:r

Enc. 1

ARTHUR H. WICKS
CHAIRMAN

D. MALLORY STEPHENS
VICE-CHAIRMAN

SAMUEL L. GREENBERG
SECRETARY



STATE OF NEW YORK
TEMPORARY STATE COMMISSION
ON
COORDINATION OF STATE ACTIVITIES
ROOM 332, STATE CAPITOL
ALBANY 1, N.Y.

J. RAYMOND MCGOVERN
GEORGE T. MANNING
HARRY GITTLESON
LAWRENCE E. WALSH
PAUL STUDENSKI
ALLEN J. GOODRICH

—
WILLIAM B. Groat, Counsel

—
THOMAS LAROSA, Attorney

EX OFFICIO

BENJAMIN F. FEINBERG
OSWALD D. HECK
ELMER F. QUINN
IRVING M. IVES
IRWIN STEINGUT

—
DONALD AXELROD, Research Director

—
NEW YORK CITY OFFICE
ROOM 507, 12 E. 41 ST.
TEL. MURRAY HILL 3-1037

March 11, 1947

Miss Margaret C. Norton
Archivist
Archives Building
Springfield, Illinois

Dear Miss Norton:

Attached is the first interim report of the Coordination Commission, concerned mainly with records management problems in New York. I thought you would be interested in seeing the report in mimeograph form rather than wait until the printed copy is available.

I am also enclosing a copy of the bill designed to put our recommendations into effect.

Sincerely yours,

Donald Axelrod

Donald Axelrod
Research Director

DA/p

March 11, 1947

Dr. Luther M. Evans
Special Commission on the New
York State Archives
The Librarian of Congress
Washington, D.C.

Dear Luther:

I waited to reply to your letter proposing that the Commission on the New York State Library should meet in Washington on March 31, until I should hear more about the archives bill introduced at Albany. Not having heard anything further, I am assuming that Dr. Morrison can wait for us. I am glad of it, because I have been having a bout with the flu for two weeks and still am not feeling very well, though I am back in the office.

In accordance with your suggestion I am trying to get train reservations to get me into Washington the morning of Monday, March 31st. I am making reservations to leave Albany Wednesday evening. That ought to allow us sufficient leeway on time. I am writing to several Washington hotels for a room for Monday night and the same for Albany for a room for Tuesday night. Then if we need the second day in Washington for our preliminary discussion we can have it, or have the time between Washington and Albany for our discussions. I am not trying to settle on a time for leaving Washington, but if Solon and you make Pullman reservations, please make them for me too. If I cannot get hotel accommodations in Washington perhaps your staff can find tourist accommodations for me. I notice they no longer have a set-off sleeper between Washington and New York which is what I had really been counting upon. I am not worried about the Albany end, because Edna Jacobsen said she could take care of me probably.

Does this meet with the approval of Solon and you?

Sincerely,

Copy to Morrison

March 11, 1947

Manager
Washington Hotel
Washington, D.C.

Dear Sir:

Please reserve a single room with bath for me for the night of Monday, March 31st. I expect to arrive on a morning train, but will not need to occupy the room until evening.

Very truly yours

(Miss) Margaret C. Norton

March 11, 1947

Manager
Dodge Hotel
Washington Hotel
Washington, D.C.

Dear Sir:

Please reserve a single room with bath for me for the night of Monday, March 31. I expect to arrive on a morning train, but will not need to occupy the room until afternoon.

Very truly yours,

(Miss) Margaret C. Norton

Special Agent in Charge

March 11, 1947

to Mr. [illegible]

March 11, 1947

Dear Esther:

Present plans call for the Special Commission on the New York archives to meet at Washington on Monday March 31 for one day or perhaps a day and a half, then to come to Albany for the final meeting on Tuesday or Wednesday. I am trying to get a hotel reservation (or rather, reservations) in Washington for Monday night and if so, we could come up to Albany together any time Tuesday. I am trying to get an Albany hotel reservation for Tuesday night, returning to Chicago Wednesday night. The whole matter is what Roosevelt used to call "An Iffy Question", meaning that I have yet to heard about train or hotel reservations. I don't want to impose upon you again for accommodations unless I have to, for I know how much you need your rest in your own bed. However, I may have to hold you to your generous offer to take care of me if I cannot once more get into the hotels. I fear the situation will be no better this than last time.

I am not been feeling well since I returned from Albany and a couple of weeks ago came down with flu. I have been back at the office for several days, and hope I shall be all right before I return to Albany. We have had one five inch snow storm here (while I was sick) but nothing like the bad weather you have been having. We certainly we lucky in our time for being there, and I hope we will be this time too.

Please tell Miss Kennedy I am covered with shame at not having dropped her a note on my return. I promise to write her soon, for I certainly was charmed by her.

The bill taking the archives out from the Education Department was just what I anticipated from conversations with the group which came here. They were so obviously looking for things to criticize here, and they could hardly have come at a worse time. Every government agency has ups and downs and we happened at the moment to be way down. This they attributed to our being under the State Library whereas the cause was just one of those things which right themselves, as in fact, are righting themselves right now. It is not possible always to be frank about the true situation, so we had to let them think we are terribly inefficient. I do not know what the other two think about where the department should be, but one thing which weighs heavily with me is the fact that the Education Department wants the department and will do everything it can to make it a success; whereas, I have heard nothing that makes me think it would be anything but an orphan under the Executive Department. Certainly the introduction of such a bill when the Education Department had employed unbiased supposedly experts to advise them is one of the most flagrant cases of interdepartmental discourtesy one could imagine, and I cannot help thinking it will react on those perpetrating it.

Sincerely,

March 11, 1947

Manager
Raleigh Hotel
Washington, D.C.

Dear Sir:

Please reserve a single room with bath for me for the night of Monday, March 31. I expect to arrive on a morning train, but will not need to occupy the room until evening.

Very truly yours,

(Miss) Margaret C. Norton

March 11, 1947

Manager
De Witt Clinton Hotel
Albany 1, N.Y.

Dear Sir:

Please reserve a single room with bath for me for the night of Tuesday, April 1st. I do not know the exact time of my arrival, but it may not be until evening.

Very truly yours,

(Miss) Margaret C. Norton

March 11, 1947

Manager
Wellington Hotel
Albany 1, N.Y.

Dear Sir:

Please reserve a single room with bath for me for the night of Tuesday April 1st. I do not now know just what time I shall arrive, probably during the evening.

Very truly yours

(Miss) Margaret C. Norton

March 11, 1947

Manager
Ten Eyck Hotel
Albany 1, N.Y.

Dear Sir:

Please reserve a single room with bath for me for the
night of Tuesday, April first.

Very truly yours,

(Miss) Margaret C. Norton

THE UNIVERSITY OF THE STATE OF NEW YORK
THE NEW YORK STATE LIBRARY
ALBANY 1

CHARLES F. GOSNELL
STATE LIBRARIAN

13 March 1947

Miss Margaret Norton
Archivist, State Library
Springfield, Illinois

Dear Miss Norton:

I have been much interested in reading your article in Illinois Libraries. We have had a lot of excitement here, as you may know. I hope that you are able to come this way again soon. I am glad to enclose copies of some of the newspaper accounts of your last visit; they were syndicated throughout the state.

Sincerely yours

G-C



March 18, 1947

Dr. Donald Axelrod
Research Director
Temporary State Commission
on Coordination of State
Activities
Room 332, State Capitol
Albany 1, N.Y.

Dear Dr. Axelrod:

Thank you very much for the copy of the first interim report of the Coordination Commission, together with the copy of the New York archives bill. I have studied your report with great interest, and found light on several things which had not been presented as clearly to the Education Department's Commission. I do not wholly agree with some of your conclusions but you have obviously made a thorough study of some of the important phases of the problem.

I hope that out of your study and that of the commission of which I have the honor to be a member, there will come an outstanding New York archival agency.

What you said about the Illinois situation reveals that we were not successful in concealing from you some handicaps which have been cutting down on our efficiency here. Some of these matters are already being righted. It is only fair to emphasize that those things which are not well with us are despite of, not because of our affiliation with the Illinois State Library. There are certain traditional weaknesses (shall we call them) inherent in our political procedures in Illinois which have always existed and which probably will persist for some time to come despite improvements in recent years. My feeling about the New York State Library situation is what I stated in one of the conferences - the Illinois archives department has no library functions, despite its affiliation with the State Library, but devotes its entire energies to archives work. The Department of History and Manuscripts at Albany, however, is trying to combine an archives and an historical department, and I believe that impracticable in any state, especially one the size of New York. I do not believe the department with which it is affiliated is as important as that the archives department should concern itself solely with records work.

Sincerely,



THE LIBRARIAN OF CONGRESS

WASHINGTON 25, D.C.

March 19, 1947

Dear Margaret:

Buck and I think we can perhaps get by with a day in Washington and a day in Albany, Tuesday and Wednesday, respectively. If you don't find a place to stay in Washington, we can convert a couch, so please don't worry about the matter.

Sincerely yours,

A handwritten signature in cursive script that reads "Luther H. Evans".

Luther H. Evans
Librarian of Congress

Miss Margaret C. Norton
Illinois State Library
Springfield, Illinois

042

21 March 1947

Dr. Luther H. Evans
Special Commission of the New
York State Archives
The Librarian of Congress
Washington, D. C.

Dear Dr. Evans:

In pursuance of my letter of March 11th, I have made reservations so that I can meet with Dr. Buck and you in Washington on Monday, March 31. I have reservations at the Washington, Raleigh and Dodge hotels. I will perhaps stop at the Dodge but shall keep the other reservations on hand until I am definitely located. Does this conform to the plans that you have made? Shall I come to your office or to Dr. Buck's office? My train will get in about nine in the morning so that I shall be able to begin work shortly after 10:00.

Sincerely

Archivist

MON:ew

March 24, 1947

Dear Esther:

Plans are still incomplete for the Albany trip. The letters that pass between the three of us seem to cross in mid-air, and the result is more confusion. The last I heard from Washington was that the two there think we can get by on Tuesday in Washington and Wednesday in Albany, but that does not take into consideration the time it takes to traverse the space between the two cities. I am therefore letting my reservations stand - Monday night in Washington, Tuesday night in Albany, starting for home Wednesday night. But until I hear again from Luther Evans, and probably not even then, I shall not know when we will be getting to Albany. I have reservations at all three hotels therefore I wrote all of them I might not get in until evening. I am inclined to think it might be better for me to stop at the hotel in view of the uncertainty as to the time of arrival, but will wire you the time of my arrival. I forgot to bring home my timetable tonight, so do not know about arrival times. I did enjoy the club so much, and liked the girls there, but I do not want to incense you.

Anyhow, we must get to All Saints, and my rector says, "Don't you dare come home again without having seen the bishop!"

I hope we get better weather in Albany than we have been having here. When I cleaned off about an inch of snow from my windshield preparatory to driving home tonight I broke my windshield wiper, so I had to drive home in a blizzard blind. It was a warm summer like day yesterday and I never dreamed of its snowing today. This cold wet weather makes my cough hang on, and this barking all night is one reason why I don't want to disturb the girls at the Club. I hope I shake it off soon. I don't mind the cough so much as I do the weakness which still keeps me down. Just think, I have only got to church twice during Lent.

I am curious to hear what Buck and Evans will want to recommend. I would not be surprised if I filed a minority report. As I see it, the most important thing for the new archives department is that it shall get adequate financial report. The Axelrod report indicates that archives service is actually being given now, probably to extent possible before a new building is put up, though there again that report also ignores your State Library. I wrote a sharp

Somebody sent me clippings out our commission last week. I assume it was you. Many thanks.

At last I have an assistant archivist. My former assistant resigned over a year ago because he got wind of a plan to oust him just before his civil service exam was called. It was one of those unfortunate affairs. He was with me eight years, but was never given a chance to qualify under civil service. When the new administration came in and found him still on a "link permit" (temporary holder of civil service) they assumed he was no good or he would be under civil service. The attempts to get qualified archivists via exams failed, but last month Miss Rogers and the Chief Clerk found an attorney just back from four and a half years overseas. Red Cross service who got interested in archives while stationed in London and who does not care enough about law to want to start all over in that field. He is willing to accept our small salary until he can learn the new profession (we are dangling the possibility of his succeeding within a few years). I have never had anyone plunge into things here with the same enthusiasm and maturity, and I am quite happy over the appointment, even if it does mean that I shall be spending all the rest of my time in training rather than in doing things. He is going to take the summer course at Annapolis this year also. I also have three other new staff members, none under civil service, but congenial people which means a lot in a small office.

If I get more tangible plans by the end of the week I will write you again; if not, I will wire you from Washington.

Sincerely,

THE UNIVERSITY OF THE STATE OF NEW YORK
THE STATE EDUCATION DEPARTMENT
ALBANY 1

J. CAYCE MORRISON
ASSISTANT COMMISSIONER FOR RESEARCH

March 26, 1947

Miss Margaret C. Norton, Archivist
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

I referred your letter of February 14 to our Law Division for advice. During the last month of the legislative session we have been under such pressure that we have done only those things that were most urgent. I hope you will forgive the delay in replying.

As to the organization of the New York State government, no one of its 19 departments is autonomous. Each department is governed by the statute under which it functions. I think it is fair to say that no one department has jurisdiction over another. There are naturally certain relationships which must be adhered to and in certain respects the jurisdiction of one department reaches into the work of other departments. For instance, the Civil Service Department has certain obligations with respect to the employees of all departments. Similarly, the Public Works Department has certain responsibilities which the State Education Department must observe in planning buildings for State educational institutions.

It is fair, I think, to say that the Executive Department is in large measure a general title for a group of miscellaneous divisions including the Secretary of State's office.

Since, in New York, the Governor does not appoint the Commissioner of Education, it is possible that a new Governor will feel more closely related and more intimately concerned with the success of Department heads that he himself has appointed. However, I would point out that during most of the 40-odd years New York has had a Commissioner of Education, the Commissioner has enjoyed a very close professional relationship with the Governor. This was especially true in the relationship of the former Commissioner Graves with former Governors Alfred E. Smith and Herbert H. Lehman. I think the same fine relationship is likely to prevail between the present Commissioner Spaulding and Governor Dewey.

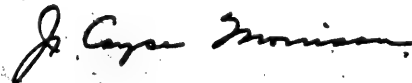
In the conference we held during the afternoon you and your colleagues were at the Governor's office, the representatives of several of the departments of State government went out of their way to say that, in their judgment, a new records building should be set up under the administration of the State Education Department.

As far as I can judge the matter, a public records division could be set up under either the Education Department or the Executive Department. In either instance, its functions would be clearly set forth in the law and its administrative head would operate according to law.

Even from the political viewpoint there may be something gained from having a records system in a department which is non-political and not subject to the vicissitudes of changing administrations. So long as this Department has responsibility for both archives and public records, it would be a simple matter for the Commissioner and the Regents to adjust the relations between the two functions. If the administration of public records were transferred from the Education Department, the problem then would be to determine which material belonged to the Archives Division and which belonged to the Public Records Division.

Presumably, the Public Records Division wherever placed in the State government would be under Civil Service. However, as you know a change of administration can and often does bring about changes in personnel in ranks even below the division heads. Because of special organization, the State Education Department is not subject to such change.

Very truly yours



J. Cayce Morrison

JCM:r

cc Doctor Solon J. Buck
" Doctor Luther H. Evans
" Doctor W. W. Coxé
" Doctor Albert B. Corey
" Doctor Charles F. Gosnell

Dictated March 24, 1947 - not read

ARTHUR H. WICKS
CHAIRMAN

D. MALLORY STEPHENS
VICE-CHAIRMAN

MANUEL L. GREENBERG
SECRETARY



STATE OF NEW YORK
TEMPORARY STATE COMMISSION
ON
COORDINATION OF STATE ACTIVITIES
ROOM 332. STATE CAPITOL
ALBANY 1. N. Y.

J. RAYMOND MCGOVERN
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EX OFFICIO
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ELMER F. QUINN
IRVING M. IVES
IRWIN STEINGUT

DONALD AXELROD, RESEARCH DIRECTOR

~~JOHN E. EGAN, COUNSEL~~
John E. Egan, Counsel

THOMAS LAROSA, ATTORNEY

NEW YORK CITY OFFICE
ROOM 507, 12 E. 41 ST.
TEL. MURRAY HILL 3-1037

April 8, 1947

Miss Margaret C. Norton
Archivist, Illinois State Library
Springfield, Illinois

Dear Miss Norton:

I was distressed by Mr. Arnstein's gratuitous and uncalled for remarks at our conference last week. I want to assure you that in no way do his comments reflect the views of the Commission or my own views.

I have benefited enormously from the interchange of ideas I have had with you on a number of occasions and look forward to continuing our discussions once again.

Sincerely yours,

Donald Axelrod

Donald Axelrod
Research Director

DA:S

THE UNIVERSITY OF THE STATE OF NEW YORK
THE STATE EDUCATION DEPARTMENT
ALBANY 1

DIVISION OF ARCHIVES AND HISTORY
ALBERT B. COREY, STATE HISTORIAN
DIRECTOR

April 9, 1947.

My dear Miss Norton:

I have just received your very delightful letter and I want to express my very deep appreciation for it. It is good to know that you and the other members of the Advisory Commission feel that we have been on the right track in our recommendations with respect to the records program, and also with respect to the historical program. From the point of view of the needs of State government in this State, I have felt ever since I began to discover the general nature of those needs that a State records program simply has to be developed and that this program must necessarily be very much larger than a manuscripts program in the library. In fact, I felt that administrative records organization and general library organization were somewhat incompatible and that the two should be kept separate and distinct. I have also felt that a similar distinction should be made between a historical program on the one hand and a records administration program on the other.

The heads of the Education Department have come to accept these general principals I think but, of course, have had to await information and advice concerning the specific ways in which the reorganization should take place.

It is because of this that I recommended the appointment of the Advisory Commission consisting of yourself and your two colleagues because I felt that you would bring to the problem a judicious frame of mind, a wealth of understanding, and the necessary objectivity. It seems to me that this is precisely what you are doing.

It was nice to have had a short visit with you the other day. I wish that it could have been longer.

Sincerely,

A handwritten signature in dark ink, appearing to read "Albert B. Corey", with a long horizontal flourish extending to the right.

The National Archives

Washington, D. C.

April 17, 1947

OFFICE OF THE ARCHIVIST

Miss Margaret C. Norton
Illinois State Library
Springfield, Ill.

Dear Miss Norton:

Your letter of April 9 and the Preliminary Outline of Report of Special Advisory Commission on the New York State Archives were duly received and read with much interest. It is my impression that you have done a very good job of getting our ideas down on paper in tentative form, but I am afraid it will be several weeks before I am able to do any serious thinking about this matter.

The following is the text of a letter, dated April 8, that I have received from Axelrod.

"I was distressed by Mr. Arnstein's gratuitous and uncalled for remarks at our conference last week. I want to assure you that in no way do his comments reflect the views of the Commission or my own views.

"I have benefited enormously from the interchange of ideas I have had with you on a number of occasions and look forward to continuing our discussions once again."

Sincerely yours,

Solon J. Buck

Solon J. Buck

THE UNIVERSITY OF THE STATE OF NEW YORK
THE STATE EDUCATION DEPARTMENT
ALBANY 1

J. CAYCE MORRISON
ASSISTANT COMMISSIONER FOR RESEARCH

April 18, 1947

To Members of Committee
New York State's Records System

Doctor Selon J. Buck
Doctor Luther H. Evans
Miss Margaret C. Merton

Dear Friends:

This memorandum is, in effect, a reply to Miss Merton's letter of April 8.

I do not wish to unduly press you for a report, but we shall be glad to receive it as soon as you can conveniently have it for us.

I am submitting attached two memorandums - one on "Local Historians and State Library" dated April 7, 1947 by Edna L. Jacobsen, and the other, "Transfer of Records from Capitol to State Library" by Charles F. Wesnell.

With continued appreciation of your help,
I am

Sincerely yours


J. Cayce Morrison

JCM:er
Atts. 2
cc Commissioner Spaulding
" Doctor Albert B. Corey
" Doctor Charles F. Wesnell

18 April 1947

Dr Harrison, Assistant Commissioner

Transfer of records from Capitol to State Library

I am pleased to report the following development which you will want to pass on to the Records Commission.

Last week there was transferred to the Manuscripts and History Section of the Library, under sections 1110 and 1115 of the Education Law, a large quantity of records. This material has been in the basement of the Capitol for a number of years, and stored under very undesirable conditions. In quantity it amounted to seven large van loads, and required two days to move. It is now stored on the third level of our stack.

The material may be roughly classified into two groups:

- (1) Accounts and other data on the construction and operation of the Erie Canal. This material was packed in some fifty large wooden cases.
- (2) Papers from the Governor's office. This includes certain miscellaneous correspondence, endorsements of appointments, transcripts of appeals for clemency, pardons, etc, including death sentences. Part of this material carries back a series which the Law Library has recently been receiving currently from the Governor's office. This latter group is in filing drawers and cabinets, which were transferred also.

This group of material was one of those characterized as "chaotic" by the Legislative Committee on Coordination. The Library began independent negotiations for the transfer of this material last fall. The transfer was approved by the Division of Budget, and funds for the moving were provided by the Department of Public Works. I interpret this transfer as further recognition of the function of the State Library in the records program of the State.

Charles F. Connell

State Librarian

5-C

cc: Miss Norton

April 7, 1947

Memorandum for Dr. Cessnell from Edna L. Jacobsen
Subject: Local historians and State Library

We constantly answer requests from county, town, city, and village historians for data (many requests being referred from office of State Historian). We lend them material; suggest other depositories, including other state departments, that might be able to help them. For the two institutes we have put on exhibit types of local records in our collections as a guide to these local historians in assembling their own collections; and we have conducted a session on how to build up collections of historical material--how to recognize significant items--and how to organize them and make them available both to officials and to historical scholars. Local historians continue to come to confer on their problems--both as to subject matter and as to techniques.

I could submit correspondence to illustrate the above points if you would wish me to do so.

Edna L. Jacobsen (Signed)

Edna L. Jacobsen
Head, Manuscripts and History
Section

ELJ:rp

cc Doctor Selom J. Buck
" Doctor Luther H. Evans
" Miss Margaret C. Norton
" Commissioner Spaulding
" Doctor Albert B. Corey

THE UNIVERSITY OF THE STATE OF NEW YORK
THE NEW YORK STATE LIBRARY
ALBANY 1

CHARLES F. GOSNELL
STATE LIBRARIAN

8 May 1947

Miss Margaret C. Norton
Archivist, Illinois State Library
Springfield, Illinois

Dear Miss Norton:

I am delighted to send you an account of the New York State
Constitution of 1846 which Miss Jacobsen has prepared.

This Constitution went into effect in 1847, and many provisions
are still in force.

Sincerely yours

G-C

A handwritten signature in dark ink, appearing to read "Chas F Gosnell", written in a cursive style.

THE UNIVERSITY OF THE STATE OF NEW YORK
THE STATE EDUCATION DEPARTMENT
ALBANY 1

J. CAYCE MORRISON
ASSISTANT COMMISSIONER
FOR RESEARCH

May 8, 1947

Miss Margaret C Norton, Archivist
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

Enclosed is a check for \$150 for your two
days' services rendered in Albany, April 1st and 2nd.

Sincerely yours



enc.

Freda L Pratt
Clerk

May 12, 1947

Dr. J. Cayce Morrison
Assistant Commissioner
for Research
State Education Department
101 State Education Building
Albany 1, N.Y.

Dear Dr. Morrison:

Thank you for the check for services on the Special Commission on the New York State Archives.

I am ashamed to state that I am only now getting started writing the report for the Commission. I sent copies of the outline of the draft agreed upon to the other two members of the Commission, with specific requests for aid in formulating certain sections, but both Messrs. Buck and Evans have been too concerned with budgetary problems to send me anything yet. However, I am working on other parts of the report and hope to get the first draft off to the other members for comment this week.

We have been upset here, too, with legislation, as you may have heard. Two weeks ago, out of a clear sky, a bill was introduced into the Senate to remove the State Library (and its archives department) from the Secretary of State and to set it up as an independent agency under a bi-partisan board appointed by the Governor. I was requested to prepare some of the data for the use of the Secretary of State and found court decisions and other precedents which would seem to require that the archives be kept under the Secretary of State, but so far they are fighting it out on strictly party lines. This is another reason why perhaps the archives should not be under the State Library, for this whole affair would seem to have originated in Illinois Library Association politics with which the archives department is in no way concerned.

I hope you will be getting our report before long.

Sincerely,

May 13, 1947

Dr. J. Cayce Morrison
University of the State of New York
State Education Department
Albany 1, N. Y.

Dear Dr. Morrison:

The receipt of the check for my services on April 1 and 2 reminds me that I have been intending to write to you to inform you as to the progress, or rather lack of progress, on the committee's report. Miss Norton prepared and submitted to Dr. Evans and me some time ago a draft for the report. It is now up to one of us to prepare a revised draft, but it has thus far been impossible for me to find time to do so, and I imagine that Dr. Evans has been under similar pressure. It seems to me to be my first obligation to do everything that I can to keep the National Archives from being submerged by the current economy wave. I have been hoping to devote a week end to the task but thus far have been obliged to devote them to other matters or have been too exhausted to tackle the report. I am now firmly resolved to attempt to do something with it on the next week end.

Sincerely yours,

SJS:rc

Solon J. Buck

cc to Miss Norton ✓
Dr. Evans

THE UNIVERSITY OF THE STATE OF NEW YORK
THE STATE EDUCATION DEPARTMENT
ALBANY 1

J. CAYCE MORRISON
ASSISTANT COMMISSIONER
FOR RESEARCH

May 14, 1947

Miss Margaret C. Norton, Archivist
Illinois State Library
Springfield
Illinois

Dear Miss Norton:

I am glad to have your letter of May 12.

I should like you to keep a record of the extra time you spend in the preparation of the report of the committee on New York State's Records System. We cannot compensate you for the full time expended but shall be glad to make a reasonable adjustment for the time you necessarily spend on the report.

Sincerely yours


J. Cayce Morrison

JCM:r

May 15, 1947

Dr. Solon J. Buck
Archivist of the United States
The National Archives
Washington, D.C.

Dear Dr. Buck:

The copy of your letter to Dr. Morrison in which you mention planning to work on our report this week-end has just reached me. I too have been under pressure of late, but have just finished throwing our outline into narrative form, intending to work on it this week-end. For the most part this is just as we drafted the report with a few minor interpolations of my own. It needs expansion in several places and I think you probably are the one best qualified to do that expanding. I am sending along copies of this which may be helpful to you. You will realize that this is also just a draft. I am afraid the New York State Education Department would not think so short a report would be worth the money, yet I think we have given them the essentials. I see no point in repeating any of the data in the other reports or sent us by members of the staff, but I leave that to the judgment of Luther and you.

Our State Library reorganization act is up for passage in the Senate this morning. We rather expect it to pass that house, and hope (against hope) to stall it in the House of Representatives. I fear that the days of Illinois' leadership in the archival field are over, whichever way the cat jumps and am debating with myself whether to get out before the slump gets worse. I do not anticipate that my own job will be jeopardy but it will mean considerable readjustment. I have toyed with the idea of taking the federal archives exam but decided against it because it would interfere perhaps with the State pension for which I shall be eligible in another four years. I have been called upon for considerable legal research in connection with the bill and that has occupied me too much to be able to compose my mind to concentrate on New York problems.

I wish you success in your budgetary worries. I am glad that is not one of my own responsibilities.

Sincerely,

cc to Dr. Evans

May 26, 1947

Dr. J. Cayce Morrison
Assistant Commissioner for
Research
State Education Department
Albany 1, N.Y.

Dear Dr. Morrison:

My draft copy for the report of the Commission on the New York State Archives went to the other members of the Commission some ten days ago. There were several sections which I thought needed expansion or revision. Both Drs. Evans and Buck are having to devote all their time these days to their budget so I do not know how soon before they can whip the report into its final form. I imagine this will be done through conferences between the two of them, then submitting the report to me for approval and signature. As my only interest in compensation for the work on the Commission was to secure a refund of expenses, I shall not submit a bill for any services beyond what we have already received unless the other members ask additional compensation, which I doubt their doing.

Our bill removing the Secretary of State as State Librarian and putting the State Library under an independent board under the Governor has passed the Senate but we hope will stall in the House. This is a very good argument against entangling the fate of the archives with that of the library, for all our arguments in favor of staying with the library presuppose that the archives will remain under the Secretary of State. In fact, I doubt the constitutionality of taking the archives away from that office and I know the new bill would prove absolutely unworkable for the archives department.

Sincerely,

THE UNIVERSITY OF THE STATE OF NEW YORK
THE STATE EDUCATION DEPARTMENT
ALBANY 1

J. CAYCE MORRISON
ASSISTANT COMMISSIONER FOR RESEARCH

June 6, 1947

To Members of Committee
New York State's Records System

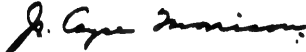
Doctor Solon J. Buck
Doctor Luther H. Evans
Miss Margaret C. Norton

Dear Friends:

This acknowledges Miss Norton's letter
of May 26.

We hope very much to have your report
before July 1. If you think it advisable to have
another meeting of the committee before filing a
report, I shall be glad to arrange it in Washington,
New York or Albany as would be most convenient to
you.

Sincerely yours


J. Cayce Morrison

JCM:r

cc Associate Commissioner Miller

dictated but not read

June 20, 1947

Dr. Donald Axelrod
Research Director
Temporary State Commission on
Coordination of State Activities
#332, State Capitol
Albany 1. N.Y.

Dear Dr. Axelrod:

Thank you for the copy of the report on the New York archives. I have not yet had time to study it in detail, but assume that it is substantially the same as the processed report sent me earlier.

I appreciated your letter of April 8th concerning our last meeting in Albany, but did not reply because there did not seem much to say. I think both our reports would have been better had it been possible for us to have had a meeting of minds before they took final shape. There were a number of points in your report which had not been presented to us before and we would have liked an opportunity to have these and other points made subjects of objective discussions. I think we could have made out a stronger case for the need for an archival agency had we been in substantial agreement as to what the agency was to do, then frankly disagreeing as to how it was to do it. However that is now water over the dam.

I assure you that I did not take the unfortunate episode personally, nor blame you for it, for the expression on your face plainly showed that you were distressed. I have had too much governmental experience to be impressed by the sort of people who substitute bluster for arguments.

It is a matter of regret, however, that your incorrect statements concerning the Illinois archives were retained in your report. You got the impression that the archivist has no control over what records go into the departmental vaults because you saw some stationery which had been sneaked into the Secretary of State's private office vault in my absence. I took up this matter immediately and these supplies were removed - they were taken there by mistake in the first place. As a matter of fact, we have complete control over what records are filed in the Departmental Vaults because we keep the keys, and no records are allowed to be taken to the vault without my prior authorization. Instead of this system being a weakness, it is our strength.

because departments who would not release important legal documents of semi-current interest to our custody, are willing to bring them into the physical and moral custody of the archives building. The fact, and it is a fact, that we allow no records to be taken to the vault which are not permanent original records (no duplicates) and that the Secretary of State has always backed me in my decisions in this matter, means department heads have got into the habit of discussing their records problems with us, and there has been an opportunity to influence better record creation. The proof that our system works is that 80% of the records which would be acceptable for transfer to the Archives Building are in the building, and we challenge any other state archives to make that statement!

With best wishes, I am

Sincerely yours,

Archivist

June 26, 1947

Dr. J. Cayce Morrison
Assistant Commissioner for Research
State Education Department
Albany 1, N.Y.

Dear Dr. Morrison:

Thank you for the copy of the Temporary State Commission on Coordination of State Activities. Some one else, I guess Dr. Axelrod also sent me a copy, which is nice because now I can put one in my personal and one in my archives file.

I am distressed about the delay in getting out the report of the commission of which I am a member. I have not so much as had an acknowledgment of the copies I sent to the other members but I guess it was because they have been deeply engrossed in their own official affairs. Dr. Evans has been having a seminar of South American librarians, followed by a tour and then by the American Library Association meeting at San Francisco. I hope he will be free by week after next. Dr. Buck, as you doubtless know, is having grave difficulties with his budget, so serious, I understand, as to jeopardize his own position as archivist. Our report is so near completion that I believe a short conference between the two men could lay the groundwork for completion, unless they decide that it should be amplified. I am sure the report will be forthcoming as soon as Drs. Evans and Buck can possibly get to it.

Our State Library bill which has had us on needles and pins for several months - it was evidently aimed against Miss Rogers, the Assistant State Librarian but would ^{have} very adversely affected the constitutionality of the archives department as affected by the bill - was only killed last night - the session ending next Monday. It was within two days of final passage so we have been very anxious. This seems to be an off year for archives.

Sincerely,

Miss Norton ✓

Copy for Dr Evans

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JOSEPH L. EGAN
PRESIDENT

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ACCOUNTING INFORMATION

TIME FILED

Send the following telegram, subject to the terms on back hereof, which are hereby agreed to

Albany, N.Y., July 3, 1947

Dr Solon J. Buck
The National Archives
Washington, D.C.

Exceedingly important that we receive committee report on
State records system earliest possible date Please advise

J. Cayce Morrison

SPECIAL DELIVERY

THE UNIVERSITY OF THE STATE OF NEW YORK
THE STATE EDUCATION DEPARTMENT
ALBANY 1

J. CAYCE MORRISON
ASSISTANT COMMISSIONER
FOR RESEARCH

July 8, 1947

Miss Margaret C. Norton, Archivist
Illinois State Library
Springfield
Illinois

Dear Miss Norton:

Congratulations on the outcome of legislative proposals in Illinois!

I noted with interest the special publicity you received in the recent issue of Illinois Libraries.

The enclosed copy of letter to Doctor Buck indicates the urgency of our special interest.

I sincerely hope that we can have the report of your committee by July 20 and that you can then obtain the best possible of vacations. With all good wishes, I am

Sincerely yours


J. Cayce Morrison

JCM:r

Enc. 1

SPECIAL DELIVERY

THE UNIVERSITY OF THE STATE OF NEW YORK
THE STATE EDUCATION DEPARTMENT
ALBANY 1

J. CAYCE MORRISON
ASSISTANT COMMISSIONER FOR RESEARCH

July 8, 1947

Doctor Solon J. Buck, Archivist
of the United States
National Archives Building
8th and Pennsylvania Avenues, N. W.
Washington, D. C.

Dear Doctor Buck:

Thanks for your letter of July 3. I realize the difficulties under which you and your associates are working and hesitate to press our special claims on your time.

However, the matter is becoming urgent with us. Our budget for the next fiscal year is made up in late August or early September. The last meeting of the Board of Regents prior to the formulation of our budget request is scheduled for July 31. Materials for consideration by the Regents must be in the mail ten days in advance of a meeting. If you can get the report to us by July 20, I think we can still come under the wire.

If you need to have a special meeting of the Committee in Washington, New York, or Albany for final processing of the report, I shall be glad to arrange it.

Sincerely yours

J. Cayce Morrison

JCM:r

cc Doctor Luther H. Evans
✓ Miss Margaret C. Norton
" Commissioner Spaulding
" Associate Commissioner Miller

Copy for Miss Norton

July 16, 1947

Dr. J. Cayce Morrison
Assistant Commissioner for Research
University of the State of New York
State Education Department
Albany 1, N. Y.

Dear Dr. Morrison:

Herewith I am sending you a draft of the report which I am personally prepared to approve, although I should like to have the opportunity to revise it in details before it is processed or published. It represents my revision of a draft prepared by Oliver W. Holmes, Program Adviser on the staff of the National Archives, who took annual leave from his regular work for the purpose of preparing it. Dr. Evans and I expect to pay him \$100 for this service unless there is some way by which the payment can be made by your Department. Mr. Holmes' draft was based on drafts prepared by Miss Norton, an outline prepared by Dr. Evans and me, and all the available documentary material bearing on the subject. He put in about three days work on it and I have spent the equivalent of at least a day and a half in revising it. These estimates do not include the time required for typing, retyping, collating, etc.

*Mr. Evans
Miss Norton
5/10*

Neither Dr. Evans nor Miss Norton have seen this version of the report, and Dr. Evans is in Texas and will not be back until after the 20th. I am sending carbon copies to each of them today with the suggestion that, if this draft is acceptable to them, with the understanding that they will have opportunity later to make minor revisions before processing or publication, they telegraph you to that effect.

In order that there may be no misunderstanding, I think I should tell you that my letter of July 3 was not a reply to your telegram of the same date, as that telegram did not reach me until the following Monday, July 7. I personally regret very much the delays that have occurred in the preparation of the report, and I am sure that Dr. Evans does also. They were unavoidable, however. Certainly I would never have accepted service on the committee if I could then have foreseen what I would be up against in recent months. It was only through engaging the services of Mr. Holmes and by devoting as much time and energy to the matter myself as I possibly could that a draft has been produced that I am willing to sign.

Sincerely yours,

P.S. I am including two carbon copies of the draft for your convenience in reviewing it.

JJB:re

E. J. B.

Solon J. Buck

July 17, 1947

Dr. Solon J. Buck
Temporary Commission on
New York Archives
The National Archives
Washington 25, D.C.

Dear Dr. Buck:

In accordance with your suggestion, I have wired my approval of the report to Dr. Morrison with the reservation that we might want to make minor changes.

I think the employment of Dr. Holmes to put the report into shape was very smart. What I sent was merely a draft and intended as such - too abrupt and completely lacking in subtlety. In order for me to have written the report as we wanted it I would have had to go to Washington and be in continual contact with Luther and you which would have been inconvenient for all three of us and would have been more costly. Since we were all in agreement, at least as to the main elements, it was much better to have handled the situation the way you did. Definitely. I want to be in on the one hundred dollars in case Dr. Morrison should not agree to reimbursement.

The historical approach to development of archival agencies in this country is especially fine, I think, and give us a chance to get across our point without being critical of the New York situation.

I am not quite satisfied with the way The Functions of a Modern Records Office is developed here. I agree in detail but I am a little dubious about the emphasis upon the records management phases in view of our feeling that that was over-emphasized in the Wicks report. Fundamentally the function of the archivist is to act as custodian for the permanent records of his government and the interest in the progress of records from creation to disposal stems from his desire that the permanent residue of records shall form a well rounded whole and a true picture of administration and the results thereof. Strictly speaking, the creation of records is none of his business but fundamentally the concern of the department to which the records appertain. Because the end result records will not be satisfactory unless he intervenes (conceivably as government becomes more efficient that intervention will not always be necessary), the archivist is concerning himself with all phases of records work. I believe it impolitic, therefore, to start out our enumeration of functions with advisory service and disposal, particularly if it gives the Axelrod group a chance to say, "See, these people agree with us, but they are politely recommending that the archives be kept in the Education Department." In view of the hint that the real

interest of at least one member of the Wicks group is to see the powers of the State Education Department diminished and that possibly an attempt will be made later to form a new departmental grouping to include the non-education (in strictest sense) functions now exercised by that Department into a cultural department. I think it desirable that we put a good deal of emphasis on the cultural aspects of the archival agency. I do not think we need change the contents of the definition of the objectives of a modern archives department but rather to shift them about to change the primary emphasis. I haven't worded this so that Dr. Holmes will understand what I am driving at, but I think you do.

I hope your difficulties with the Congress are becoming advantageously resolved. - I haven't seen a newspaper blast for a couple of weeks. I know from experience how demoralizing this uncertainty can be to the staff especially since most of them have not before lived through what amounts to a change of political administration. I wish your friends could give you something more tangible than sympathy.

Sincerely,

Citizens Union 3

FALLS

ALL HANDS

THE UNIVERSITY OF THE STATE OF NEW YORK
THE STATE EDUCATION DEPARTMENT
ALBANY 1

J CAYCE MORRISON
ASSISTANT COMMISSIONER
FOR RESEARCH

July 18, 1947

Miss Margaret C. Norton
Archivist
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

I have the July 14th draft of your report and have submitted copies to Commissioner Spaulding and Associate Commissioner Miller. I also have Dr Buck's letter of July 16th and your telegram of July 17th.

I shall look to Dr Buck to collate the amendments and suggested revisions and to send us the final copy.

Enclosed is a form to fill out as you have filled out similar forms previously covering the time you have spent on this project since our last meeting. It is necessary for this to be filled out in duplicate indicating the dates, month and day on which you worked and the number of hours or portion of the day given to this work.

We realize how inadequate the honorarium allowed for the quality of service rendered. I hope you will account for whatever time you have given us.

Cordially yours,


J. Cayce Morrison

JCM:w

Encl

The National Archives

Washington, D. C.

July 23, 1947

OFFICE OF THE ARCHIVIST

Miss Margaret C. Norton
Archives Section
Illinois State Library
Springfield, Ill.

Dear Margaret:

Thank you for your letter of July 17 concerning the New York report. It was gratifying to me and Mr. Holmes that both you and Luther were prepared to accept the report in substance.

As you will note from the enclosed copy of a letter I have just dictated to Morrison, Luther and I agree with your suggestion about the order of the subsections under the heading entitled "The Functions of a Modern Records Office." I personally feel that the suggestion was a very good one and am grateful to you for making it.

You will also note that Mr. Holmes' services are to be paid for by the State. There is no need, therefore, to go into the question as to who would have paid for them otherwise; I do want to say, however, that Luther and I feel that you did your full share of work on the committee, and we are aware that your expenses were considerably heavier than ours.

Sincerely yours,



Solon J. Buck

July 23, 1947

Dr. J. Cayce Morrison
Assistant Commissioner for Research
University of the State of New York
State Education Department
Albany 1, N. Y.

Dear Dr. Morrison:

Things are still popping around here, but I will seize a moment while waiting for a telephone call to reply to your two letter of July 18. I am very glad that the report and the telegrams from the other members of the committee reached you in time to meet your deadline. I was also gratified to note your statement in the copy of your memo to Dr. Lloyd L. Cheney that you sent to me to the effect that "It is a good report." I very much hope that it will help to bring about ultimately a sound and comprehensive solution of New York State's records problems.

N.B. || I have taken it for granted that you intend to have the report processed in some manner, and I wonder what is your deadline on that. I hope to find time to go over it again carefully during the coming week-end in order to make such stylistic and other minor revisions as it ought to have before it is processed. The major change that the committee wants to make in it is one proposed by Miss Norton, which Evans and I think is a good one. She feels that the present order in which the subsections under the heading entitled "The Functions of a Modern Records Office" (beginning on p. 9) is presented tends to overemphasize the "records administration" functions of an archival agency. We propose, therefore, to put subsections A and B at the end, designating them F and G, and to redesignate the presently-designated subsections C to G, inclusive, as subsections A to E, inclusive. If I have made this clear, as I trust I have, you can, of course, easily have this change made in the copies of the report that were sent to you. Such other minor changes as may seem desirable can be indicated in a carbon copy of the report that I have and transmit to you early next week. I trust that, if either of the other members of the committee want to propose any such changes, they will so indicate to me in the next few days.

It is, of course, gratifying that you found it possible to make provision for paying Mr. Holmes for his assistance in preparing the report. The enclosed statement of his services had to be made out to show parts of days, rather than full days, because that is the way in which he took his "annual leave" from the National Archives. I hope that no complications will arise as a result thereof. I have made out my own statement for the one day—a Saturday and consequently a non-work day in the Government service—on which I devoted

practically full time to the report.

I am entirely satisfied with the compensation for my work on this report. As a matter of fact, I should probably have been as willing to undertake it without compensation other than actual expenses incurred as I was to do it under the existing arrangements. I accepted the assignment primarily because of my intense personal and professional interest in the problems involved and the hope that I could make a worthwhile contribution toward their solution.

Sincerely yours,

SJH:re

Solon J. Buck

cc to Miss Norton ✓
Mr. Evans

July 25, 1947

Dr. Solon J. Buck
Archivist of the United States
The National Archives
Washington 25, D.C.

Dear Solon:

After studying the Report of the Advisory Committee of New York State's Record System more thoroughly I find nothing further which needs amendment - perhaps an occasional typographical error or slight rewording which you will catch. I think the recommendations as to staff needed are excessive, but the archivist will be a better judge than we of what he wants and we have given him plenty of leeway. In view of the statement I made in my recent article on "Organizing a New State Archives Department" that "At the beginning he will need more people with strong right arms and more clerks for routine sorting and unfolding" our recommendation that the New York State archivist will need key executives rather than clerks at first, calls for reconciliation. Actually I had in mind the average small State archival agency, like Oregon, for instance, which will be for some time a one man institution. In the New York case, however, there is an immediate need for an appraisal of existing records and of elimination of useless papers, something which must be done almost as a preliminary to planning for the building. That work is definitely skilled work and for that reason we recommend the appointment of more executives at present. I don't know whether we need to insert a clause to the effect that in view of the immediate need for appraisal and disposition of ^{the} great mass of records which cannot await the erection of the archives building, as well as to make surveys and studies Perhaps it might be worth considering. I don't want to see the New York Archives Department cluttered with too many swivel chair holders in the early days, most of whom want big salaries but have little idea as to what work is actually involved. However, I am willing to sign the report as it stands with the suggested rearrangement of the functions items.

Sincerely,

REGENTS' ACTION ON STATE RECORDS SYSTEM

JULY 31, 1947

Upon recommendation by the Commissioner concerning the administration of state records and archives, which is now a responsibility of the Division of Archives and History, it was

Voted, (a) That the Commissioner be authorized to take appropriate steps looking toward the placement of official records, which are of predominant value for public administrative purposes, in a division of records administration to be established in the Executive Department; that, when and if such a transfer is made effective, the staff responsible for archives and public records be transferred to the new division, and that it be recommended to the Executive Department that there be established a public records council composed of representatives of state departments.

(b) That the present program of the State Library in preserving and servicing records of predominant research or historical value be continued; and that noncurrent records prior to destruction be offered to the State Library to be incorporated, if found desirable, in its collections.

Upon further recommendation by the Commissioner concerning the reorganization of the State Historian's Office, it was

Voted, That the Division of Archives and History be renamed the Division of State and Local History with the State Historian as Director; that an adequate staff be provided to assist the State Historian in performing the functions of the division; and that sections 140-50 of the Education Law (renumbered by chapter 820 of the Laws of 1947, formerly sections 1190-1199-a) be so amended or rewritten as more adequately to define the duties and responsibilities of the Division of State and Local History.

The National Archives

Washington, D. C.

OFFICE OF THE ARCHIVIST

August 4, 1947

Miss Margaret C. Norton, Archivist
Illinois State Library
Springfield, Illinois

Dear Margaret:

Dr. Morrison has returned to me the ribbon copy of the report and I have made a number of minor stylistic changes in it and have transposed the sections as agreed upon. I trust that you will be prepared to sign it in the space provided at the end of the foreword and will then mail it promptly to Dr. Morrison.

In his letter to me of August 1 transmitting this copy he states that as soon as it is returned to him he "will have it duplicated, making copies available to the Regents, the Commissioner and his Cabinet and various other officials concerned. We will also keep a small supply in reserve to fill individual requests."

He also states that "the tentative copy has been freely circulated within the Department and was discussed at a Cabinet meeting attended by the State Librarian, the State Historian and Senior Archivist. It has served also as the basis of a report to the Regents at their special meeting in Albany, July 31."

I am looking forward to seeing you at the SAA meeting in Denver.

Sincerely yours,



Solon J. Buck
Archivist of the United States

encl.

Beck

August 4, 1947

Dr. J. Cayce Morrison
Assistant Commissioner
for Research
The State Education Department
Albany 1, New York

Dear Dr. Morrison:

Your letter of August 1 and the ribbon copy of the report reached me this morning. I have made the minor stylistic revisions that were needed in the report and have rearranged the sections that were to be transposed. I have also signed it and got Luther Evans's signature on it and I am forwarding it now to Miss Norton with the request that she sign it and return it to you promptly.

I am much relieved to have this off my hands before I go on my vacation. I hope that the report will be of some service in the solution of New York State's records problems.

I am glad to note that you plan to have the report duplicated. I should like to receive 4 or 5 copies of it and I presume the other members of the Committee will want some also.

Sincerely yours,

Belon J. Beck
Archivist of the United States

August 7, 1947

Dr. J. Gayce Morrison
Assistant Commissioner
for Research
The State Education Department
Albany 1, N.Y.

Dear Dr. Morrison:

Enclosed is the copy of the Report of the Advisory Committee on New York State's Records System, signed by all three members. I am also enclosing the voucher form, because, as I wrote you before, the additional time - parts of several days - which I put upon this report was given on State Library time, with the consent of my superiors, so that I am not entitled to additional compensation.

Being on this commission has been one of my most enjoyable professional experiences, and I am grateful for the opportunity to have participated. I know that I gained from it far more than I give.

If there is anything else which I can do or say, at any time in the future, which will be helpful to the project, of course I shall want to be called upon.

Like Dr. Buck I should like to have several copies of the processed report, if you can spare them, and of course I want to be kept informed as to what comes out of it.

Sincerely,

THE UNIVERSITY OF THE STATE OF NEW YORK
THE STATE EDUCATION DEPARTMENT
ALBANY 1

J CAYCE MORRISON
ASSISTANT COMMISSIONER
FOR RESEARCH

August 13, 1947

Miss Margaret C. Norton
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

In the absence of Doctor Morrison I am acknowledging receipt of your letter of August 7th enclosing copy of the Report of the Advisory Committee on New York State's Records System, signed by all three members. This will be held for Doctor Morrison's attention on his return after Labor Day.

Sincerely yours


Secretary

J.

THE UNIVERSITY OF THE STATE OF NEW YORK
THE STATE EDUCATION DEPARTMENT
ALBANY 1

J. CAYCE MORRISON
ASSISTANT COMMISSIONER
FOR RESEARCH

September 18, 1947

Miss Margaret C. Norton
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

After so long a time I am beginning to catch up from the effects of vacation.

The report of your committee was well received and served our purpose admirably. We are grateful to you all. I am especially grateful to you for the immense amount of service you gave us without adequate remuneration. I hope that some time we can be useful to you and the great state you serve.

We are having this report mimeographed and will send you five copies when it is available. If you need more copies kindly let me know.

Sincerely yours


J. Cayce Morrison

JCM:MD

September 26, 1947

Dr. J. Cayce Morrison
Assistant Commissioner for
Research
University of the State of New York
State Education Department
Albany 1, New York.

Dear Dr. Morrison:

Thank you for your cordial letter of the 18th. I shall be glad to receive the five copies of the mimeographed report of the Archives Commission. In addition I would appreciate it if you would send a copy to each of the following:

Dr. James I. Wyer
1331 E. 8th South St.
Salt Lake City, Utah

Dr. Richard G. Wood
News Editor
The American Archivist
600 Lawrence St. N.E.
Washington 17, D.C.

Please do not feel that our services in relation to your New York State Archives have terminated with the filing of the report. I for one, want to do anything I can to further the program, and hope your archivist will be allowed to spend a few days here with me discussing his program. I think it might be helpful to him as I know it will be to me. Our report as finally drafted put, I felt, somewhat too much emphasis upon the disposal program for the State Archives, but as a selling point to your State officials that is probably necessary. Actually that has loomed so large in the experience of the National Archives that people from there tend to forget that the primary function of an archivist is to ~~conserve~~ rather than to destroy records. A former member of the National Archives staff recently appointed to a state archival position visited here recently and seemed quite taken aback when I showed him how small our disposal files are. Comparatively few state archives are created which are not needed as permanent records. I mention that point because I think it should be taken into consideration in planning space in your new building.

Please remember me cordially to Commissioner Spaulding, Dr. Miller and your own office staff.

Sincerely,

MARGARET C. NORTON

7/10/47

THE UNIVERSITY OF THE STATE OF NEW YORK
THE STATE EDUCATION DEPARTMENT
ALBANY 1

J. CAYCE MORRISON
ASSISTANT COMMISSIONER
FOR RESEARCH

October 7, 1947

Miss Margaret C. Norton
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

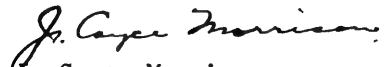
I have your favor of September 26 and am placing the two names you mentioned on our mailing list for the report of your committee when it is available.

Our Printing Division, even on mimeographing, now seems to be in a highly congested state of existence.

I note your suggestion concerning the disposal programs of State Archives. If and when the Regents or the legislature get this matter adjusted I shall be glad to pass on to the State Archivist your suggestions. I am letting Dr. Flick see your letter now with the thought that he might wish to take advantage of your invitation sometime during the year.

You may have noted in the papers that Doctor Miller has left us to take the Presidency of the State University of Florida.

Sincerely yours,


J. Cayce Morrison

JCM:w

THE UNIVERSITY OF THE STATE OF NEW YORK
THE STATE EDUCATION DEPARTMENT
ALBANY

DIVISION OF ARCHIVES AND HISTORY

STATE ARCHIVIST
HUGH M. FLICK

October 9, 1947

Miss Margaret C. Norton
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

Your letter of September 26 addressed to Dr. Morrison has been brought to my attention. I sincerely appreciate your continuing interest in the problems of New York. I fully agree that too much emphasis has been placed on destruction and I plan to make this an opening wedge to make our missionary work with the various State Departments acceptable and effective. The average custodian of records in an operating office sees the problem in terms of destruction and during the early stages of the development of a Records Administration Program there is considerable hesitancy on the part of the office of origin to transfer the custody of records to an independent agency. We fought these battles in Washington and achieved victory largely through a demonstration of successful operation. Offices which during the early stages of our program openly declared that they had no records problems were, by the time I left, transferring records to us on a monthly basis. I am sure that you fully realize the intricacies of a full-blown program of records administration. It is a long, slow job to educate operating offices to the fact that an archival depository and a records program are their best friends in current administration. The situation in New York is so critical and becoming more so every day that I believe we will find sufficient support in high circles to put the program on a paying basis.

As you know, the Board of Regents passed a resolution at their July meeting recommending that the Records Program and personnel involved be transferred to a new Division in the Executive Department. This was the first major accomplishment in the achievement of our overall objective. The next major step will be to secure the passage of adequate enabling legislation. It probably will not be possible to include all

THE UNIVERSITY OF THE STATE OF NEW YORK
THE STATE EDUCATION DEPARTMENT
ALBANY

DIVISION OF ARCHIVES AND HISTORY

STATE ARCHIVIST
HUGH M. FLICK

(Continued)

the provisions which we would wish to see on the statute books but after all laws are only made to be amended and improved and if we make sufficient progress to enable us to establish the new Division and start the recruitment of trained personnel I am certain that we will be able to convince the "powers that be" of the positive benefits of a real program of records administration. I am thoroughly convinced that New York offers possibilities for pioneer work in this field and if all goes well we will be able to blaze the way for other state agencies. I would very much like to have the opportunity of discussing these problems with you and I sincerely hope that this may be accomplished in the not too distant future.

I thank you again for your interest and suggestions.

Sincerely yours,


Hugh M. Flick
State Archivist

HMF:JFR

THE UNIVERSITY OF THE STATE OF NEW YORK
THE STATE EDUCATION DEPARTMENT
OFFICE OF THE PRESIDENT OF THE UNIVERSITY
AND COMMISSIONER OF EDUCATION
ALBANY

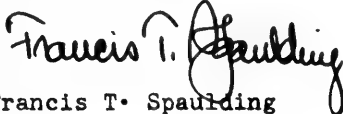
October 14, 1947

Miss Margaret C. Norton
Archivist, Illinois State Library
Springfield, Illinois

Dear Miss Norton:

Dr Morrison has, I believe, conveyed to you the official thanks of this Department for the services which you and the other members of the Advisory Committee on New York State's Records System have rendered to us. I should like to add an expression of my personal appreciation of the help you have given us. We are much in your debt for the report of your Committee. Its conciseness, and the clarity with which it deals with the controversial problems of policy that have been troubling us are qualities which will make it exceedingly useful in the eventual resolution of those problems. We are in your debt to no less a degree for the benefits we have gained from the chance to confer with you in the course of your survey. I know that a considerable number of people in the Department have made good use of that chance, and I look back with satisfaction on the opportunity I myself had to talk with you both at the outset of your work and as your major recommendations were beginning to take shape. Please accept my warm thanks for the constructive job you did for us, and my personal regards.

Sincerely yours,


Francis T. Spaulding

THE UNIVERSITY OF THE STATE OF NEW YORK
THE STATE EDUCATION DEPARTMENT
ALBANY 1

J. CAYCE MORRISON
ASSISTANT COMMISSIONER FOR RESEARCH

October 14, 1947

To Members of Committee
New York State's Records System

Doctor Selma J. Buck
Doctor Luther H. Evans
Miss Margaret C. Norton ✓

Dear Friends:

Enclosed are five copies of the Report of the Advisory Committee on New York State's Records System. We ~~were~~ distributing the report freely among the officials of the Department and the State Government here in Albany but are making no distribution as yet outside the State except to the members of the Advisory Committee.

If you have need for additional copies please advise us. May I take this further opportunity to thank you most cordially for the fine service you rendered this Department and to express my personal pleasure in having been privileged to work with you even for so brief a period.

With all good wishes.

Cordially,


J. Cayce Morrison

JCM:iv

Encls.

THE UNIVERSITY OF THE STATE OF NEW YORK
THE STATE EDUCATION DEPARTMENT
ALBANY 1

October 20, 1947

To Members of Special Committee on
New York State's Records System

Margaret C. Norton ✓

Luther H. Evans

Solon J. Buck

Dear Friends:

I think that some of my colleagues may have advised you concerning the Regents' action following the examinations of your Preliminary Report. In order that you may be fully advised I am enclosing copy of Resolution voted by the Regents July 31, 1947.

With kindest personal regards.

Sincerely yours,


J. Cayce Morrison

JCM:w

P.S. A letter has been sent to:

Dr. James I. Wyer
1331 E. 6th South St.
Salt Lake City, Utah
and

Dr. Richard G. Wood
News Editor
The American Archivist
600 Lawrence St. N.E.
Washington 17, D. C.

October 29th 1947

Dr. J. Cayce Morrison
Assistant Commissioner for
Research
State Education Department
Albany 1, N.Y.

Dear Dr. Morrison:

The copies of the Report of the Advisory Commission on New York State's Records System came while I was away on vacation. Thank you very much for them.

I am interested to know that the Board of Regents finally decided to put the archives in the Executive Department rather than to keep it in the State Education Department. Drs. Buck and Evans and I were sincerely convinced that the set-up we recommended was practicable, but no outsider could really decide where it should be, and quite probably Dr. Axelrod's group knew valid reasons for the change. I hope your new legislation will not cut off the archives from the cultural relationships which my group felt ought to be maintained with the State Library and Department of History.

If there is anything further that I can do to further the work, please call upon me to help in any way I can. I have enjoyed this experience very much indeed.

Yes, I read that Doctor Miller had left you and was sorry for your sake because he impressed me as having a breadth of vision which is not always found in such a department as yours.

Sincerely,

MARGARET C. NORTON

1331 EAST SIXTH SOUTH STREET
SALT LAKE CITY, UTAH

Myer
Miss

Oct 30 1947

Dear Margaret Norton:

Thanks to you I have rec'd
from Dr Morrison a copy of the
admirable report rendered by
your Committee on the New
York Records. I congratulate
you warmly on having done such
work during your years in Illinois
as to result in your selection
for such a study and to form
a worthy associate of the foremost
experts of so important a subject.

Naturally I read every word
of it and if my mental
Comments & frequently audible

as well as mental) could be
reproduced verbatim you would
see that my recollections of
30 years & more in Albany
are still fresh and in great
measure in agreement with
the descriptions & suggestions
of your admirable report.

With renewed good wishes
believe me

Cordially

J. I. Weyer

November 8, 1947

Dr. James I. Wyer
1331 East Sixth South Street
Salt Lake City, Utah.

Dear Dr. Wyer:

It was very kind of you to write me about the report of the Committee on the New York Archives. I have not been so thrilled in any of my career more than by the invitation to go back to the old New York State Library to give advice and to be treated as an honored guest there. They had a hopeless situation there so far as archives goes with the two departments hauling and pulling for the archives and neither accomplishing much. Not the least of our tasks, we felt, was trying to sell some of the people involved on the idea that a divorce was necessary. Dr. Gosnell, I think, was especially disappointed that I did not recommend that the archives remain in the State Library. Incidentally, I was very favorably impressed with him as State Librarian. I think if he has half a chance he will do a lot towards modernizing the State Library. Apparently nobody has done much thinking about it since you left and it has fallen into a rut. It seemed queer to be in Albany without seeing you there, but otherwise the town has changed surprisingly little in the down town section, which is all I had time to visit.

Margaret has probably written you that I lost Mother last August. She was eighty seven years old but amazingly active right up to being taken ill. She was only ill a month. The last week she was in a coma, but the day before she went into the coma and the last day she was completely rational she reminisced at length about how very kind you and Margaret and her mother were during my long illness in Albany. If lifelong gratitude is any compensation to you, you have it in abundant measure.

By the way, to revert to the report of the Committee. The Board of Regents did not take the advice of our committee, but rather that of the Temporary Committee on Coordination of Government Activities which made a report on the same subject just before ours came out. They recommended that it go to the Executive Department, entirely away from the Education Department. This other commission hinted to me that it is likely that a new department will be set up taking all the non-educational departments away from the Education Department - the Museum, the Library, and the Department of Archives and History- because the Education Department wants to get rid of them. Commissioner Spaulding himself admitted that they had always been treated like stepchildren.

Sincerely,

December 13, 1947

Dr. Francis T. Spaulding
President of the University of
the State of New York and
Commissioner of Education
Albany, New York.

Dear Dr. Spaulding:

Dr. Buck of the National Archives has recently sent me a copy of his letter to you of December 3rd in which he commented upon the resolution of the Regents in the matter of the New York State Archives. Perhaps this does not call for any comment on my part, but I do want to endorse what Dr. Buck said in his letter on the division of archival duties between several departments. Presumably the thought behind the resolution was that the records which the New York State Library has already collected and made available should remain there. The situation is similar to that which confronted the Library of Congress when the National Archives was opened. No attempt was made in the laws creating the new Department to solve the custody of archives already in the Library of Congress. Neither did we do anything binding when the Illinois archives started as separate from the Illinois State Historical Library. Probably at the time both these institutions were organized there would have been considerable feeling over a demand on the part of either archivist for transfer of the respective records in question. Time has worked out that problem for us at Illinois, and without friction. There would seem to be no good reason why the question should be made a point at issue with respect to the New York State Library. The sensible thing would be for them to retain present holdings until such time as it seems best to make some other disposition of them. The only question which might come up would be as to certifications of copies, and certainly any State institution has the power to certify to any records which it has legally accessioned.

But very definitely, as Dr. Buck says, it is impossible to draw a dividing line between historical and legal archives, and the new archives organization should, from the date of its establishment, be the sole institution authorized to accept new accessions of records.

No assignment in my professional career has given me so much pleasure as the privilege of returning to my Alma Mater the State Library as consultant on archives, and I deeply appreciate the privilege of having been allowed to serve.

Sincerely,

MARGARET C. NORTON, Archivist

COPY FOR MISS NORTON

December 3, 1947

Dr. Francis T. Spaulding
President of the University
of the State of New York
and Commissioner of Education
Albany, N. Y.

Dear Dr. Spaulding:

A protracted illness followed by pressure of work after my return to the office has forced me to neglect my correspondence, which will explain my failure to reply hitherto to your letter of October 14.

Your very kind comments concerning the work of the Advisory Committee on New York State's Records System are deeply appreciated. It is a matter of sincere regret to me that I was unable to give more time and attention to the assignment and thereby, perhaps, to have helped the committee to do a more effective job.

I have received from Dr. Morrison a copy of the pertinent resolution voted by the Regents on July 31, 1947. I am not especially concerned at the decision of the Regents to advocate the setting up of the proposed State records office in the Executive Department instead of in the Department of Education. I am concerned, however, over the reference to the proposed agency as "a division of records administration" instead of "a records office," and I am still more concerned over the apparent intention to continue to maintain two State agencies concerned with the custody, maintenance, and servicing of the noncurrent official records of the State that are deemed to be of sufficient value to warrant continued preservation for any purpose.

I think most experienced archivists would agree with me that it is not possible to divide noncurrent official records into those "which are of predominant value for public administrative purposes" and those which are "of predominant research or historical value." Practically all bodies of non-current official records that are worth continued preservation possess values of both kinds and the proportion of each value fluctuates from time to time. Such records moreover are frequently used in official research which has administrative objectives.

As the committee tried to bring out in its report, a State archival agency in order to be fully effective should be both an administrative and a cultural agency. It should have full responsibility not only for "records administration," which is usually interpreted to mean the management of

current records and the retirement of noncurrent records either by disposal or by transfer to a depository, but also full responsibility for the maintenance and servicing for all purposes of all noncurrent official records of the State that are worthy of continued preservation for administrative, legal, research, or other reasons. I still hope that the State of New York may in time have a State archival agency of this sort.

Sincerely yours,

Salon J. Buck
Archivist of the United States

COPY FOR MISS NORTON

December 3, 1947

Dr. J. Cayce Morrison
Assistant Commissioner for Research
The State Education Department
Albany 1, N. Y.

Dear Dr. Morrison:

This is the first opportunity I have had to thank you for the five copies of the Report of the Advisory Committee on New York State's Records System, which you sent to me on October 14, and the 20 additional copies received a week or so ago, also your letter of October 20 and the enclosure consisting of the resolution voted by the Regents on July 31. I am enclosing a copy of a letter to Dr. Spaulding, which contains some comment inspired by that resolution.

I note that in your letter of November 20 to my secretary you state that the 20 additional copies of the report being sent "are for the use of the National Archives." I did indeed want them for the use of the National Archives, but the principal use that we expect to make of them is to supply copies of them to people in other States who request our advice and assistance in connection with the solution of the records problems of those States. I trust that you have no objection to such use, for I had already so distributed a couple of the original five copies before your letter of November 20 was received.

It occurs to me that perhaps you would consider it worth while, if enough copies of the report are still available, to distribute copies yourself to the principal State archivists of the country. If so, I would be glad to provide you with an appropriate mailing list.

Sincerely yours,

Salon J. Buck
Archivist of the United States

g
Encl.

COPY FOR MISS NORTON

December 3, 1947

Dr. Albert B. Corey
State Historian
Albany 1, N. Y.

Dear Dr. Corey:

This is the first opportunity I have had to reply to your letter of October 28, which was duly received and read with interest, together with the accompanying "Recommendations Concerning a State and Local History Program." I assure you that your kind words concerning the Report of the Advisory Committee are appreciated. For your information, I am sending herewith a copy of a letter to Dr. Spaulding, which contains some comments inspired by the decisions of the Department and the Board of Regents.

I was glad to learn that the recommendations of the committee concerning the historical program met with your approval. Your program, as outlined in your "Recommendations," seems to me to be an admirable one, and I hope that you succeed in obtaining the resources necessary to carry it out.

Sincerely yours,

Solon J. Buck
Archivist of the United States

E

Encl.

THE UNIVERSITY OF THE STATE OF NEW YORK
THE STATE EDUCATION DEPARTMENT
ALBANY 1

DIVISION OF ARCHIVES AND HISTORY
ALBERT B. COREY, STATE HISTORIAN
DIRECTOR

December 23, 1947

Miss Margaret Norton
State Archivist,
Springfield, Illinois

Dear Miss Norton:

You will probably guess by the letter you received from Commissioner Spaulding that Mr. Flick and I had a hand in drawing up recommendations of what the letter should contain. In fact, the statement was drawn up in reply to a letter which Dr. Spaulding received from Dr. Buck.

In order to keep the record clear and to avoid misunderstanding in the future I submitted to Dr. Spaulding the statement which I enclose. It should help to prevent conflicting jurisdictions in the future.

I am not certain that I thanked you for the fine study you and your colleagues made of our records problems here. Your comments too on the historical program were deeply appreciated. You will be interested to know that this latter program is to remain intact, that the Division of State and Local History has been created to carry it out, and, that for the first time next year, we shall add sufficient professional staff to make it a going concern.

With all good wishes for an enjoyable holiday season.

Sincerely yours,

A handwritten signature in dark ink, appearing to read "Albert B. Corey". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Albert B. Corey,
State Historian

ABC:MTR
Enc.

December 10, 1947

Dr. Buck raises in his letter of December 1, 1947 the important question whether any official records should remain in the custody of the State Library. He is firmly of the opinion that all official records which are to be preserved should be placed in a State Records Office.

The Wicks Commission's Report on the State Library recommends that the State Library retain all of the records in its possession at the time when the Division of Records Administration is set up in the Executive Department. This is directly at variance with the principle that records series should not be broken because such action leads to confusion and to unsatisfactory records administration. It was understood in Cabinet that certain records series now in the State Library should be transferred to the Records Office after a suitable building has been built and when the staff of the Records Office is able to make suitable provision for the records.

The State Library will still retain a large volume of records which are no longer regarded as useful for administrative purposes and will still have the right to determine whether it wants departmental records which have been approved for disposal.

State Historian

ABC:JFR
Enc.

December 29, 1947

Dr. Albert B. Corey, State Historian
Division of Archives and History
State Education Department
Albany 1, N.Y.

Dear Mr. Corey:

Thank you for the copy of your memorandum with respect to the retention of records by the New York State Library. Upon receipt of a copy of Dr. Buck's letter of December 1, 1947, I immediately wrote to Dr. Spaulding corroborating what he had said. I enclose a copy.

If any one thing stood out in the minds of my commission it was the fact that the present situation with regard to archives is impossible because of the conflict of jurisdiction and that personalities aside there was no possibility of a successful operation of an archival department without a complete reorganization of your department and the manuscript department of the State Library. We felt, though I do not think anyone of us put it in words, that the Department called us in to settle what it may have thought was chiefly a conflict of ideas.

Probably I should not judge, being an outsider, but I was disappointed in the final recommendation of the Department because there will still be conflict. Under the program we proposed, we felt that both your department and the State Library could and would be strengthened but I don't feel so sure about it now. I had a letter from Edna which indicates that she is quite anxious about the situation. Of course it is not proper for me even to be commenting now lest what I say be deemed sour grapes. But if there is anything I can do to help, please call upon me.

I am sorry that I could not get to the AHA meeting at Cleveland. I have not been well the last few months but I am now getting back to normal again and I was afraid congested holiday travel, convention food, etc. would undo all my progress.

A Happy New Year to you and yours.

Sincerely,

MARGARET C. NORTON
Archivist

December 29, 1947

Miss Edna Jacobsen
Department of Manuscripts
and History
New York State Library
Albany 1, N.Y.

Dear Edna:

I am sorry to hear both from Dr. Corey and you that the action of the Regents in recommending the establishment of an archival agency outside the Department of Education is adding to the confusion rather than helping. The report as I drafted it from what the commission had agreed upon and the report as rewritten by Dr. Holmes were quite different. On the whole Dr. Holmes' was much better, but I think the first draft was more explicit as to the differences between an archival agency and an historical agency, and that it overemphasized the records management function of an archives, which was the very point I thought we were making - that records management is not the whole thing. In fact, I was reluctant to sign the report as to the functions of the archivist and made them rearrange some of the paragraphs. Also, as finally written less emphasis was placed upon the expanded work you and Corey could do in your respective departments if relieved from archival responsibility. However, that is just between the two of us.

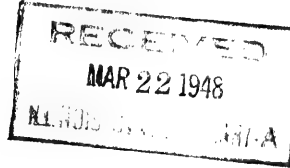
I would not want this statement to get to the Commissioner, because after all, they did not have to take our advice. It seems, on the surface at least, that instead of resolving the intra-departmental questions as to jurisdiction, bound to arise under present laws, they are making those questions inter-departmental which isn't much of a solution. Personally, I do not think the question of jurisdiction as between historical and legal archives should be raised right now. You are giving service on the archives you have, both historical and modern records, and the new archival agency will have its hands full for some time to come, even after it gets its new building, which won't be very soon. Therefore, the sensible thing is for you to keep what you have for the present, and let time and mutual cooperation work out the problems of custody. The removal of archival functions from the Illinois State Historical Library certainly did not weaken that institution, nor did it affect the Library of Congress adversely, and I cannot see why it should so affect you. The appropriations now made to you for archival work, added to your budget for historical manuscripts, should enable you to go places.

The Metcalf report on your department I thought was all wrong; your letter sounds as if they might be following that.

Sorry I could not get to Cleveland for a visit with you.
Sincerely,

THE UNIVERSITY OF THE STATE OF NEW YORK
THE NEW YORK STATE LIBRARY
ALBANY 1

CHARLES F. GOSNELL
STATE LIBRARIAN



20 March 1948

Norton
Miss Helene H. Rogers
Assistant State Librarian, Illinois State Library
Springfield, Massachusetts

Dear Miss Rogers:

I am delighted to send you a copy of K - N Scrap Book #3 and a reprint on our plans for the New York State Freedom Train. There is no charge for the items, enclosed, which are sent on exchange. Governor Dewey has given the program enthusiastic support, and arranged an appropriation of \$50,000.

Incidentally, the Governor's budget has provided \$100,000 for our first regional library service center.

You and Miss Norton will be interested to know that the proposed public records administration bill died in the Legislature. I objected to it on a number of counts.

Sincerely yours

G-C

April 30, 1948

Mr. Charles F. Gosnel
State Librarian
New York State Library
Albany 1, N.Y.

Dear Mr. Gosnel:

Miss Rogeß showed me your letter of March 20th in which you stated that the proposed records administration bill failed to pass. I cannot feel too sorry about that, much though I realize the necessity for an archival agency equipped to get the New York State records of a more or less modern age under control. The original draft for my commission, upon which we had all agreed in principle was rewritten in Washington, and while the final draft was a great improvement in most respects, it laid a disproportionate emphasis upon the records disposal program in which the Wicks Commission group were primarily interested. The first draft put more emphasis upon the cultural value of archives. As we understood the situation your present organization fosters both the disagreements and the do-nothing-for-fear-of-treading-on-the-other-fellow's-toes which is inherent in your present system of conflicting jurisdictions. We felt a separate agency but one closely tied both to your and to Mr. Corey's Department would be the best solution. But we did, in our preliminary draft, put a good deal of emphasis upon the importance of developing and financing a greatly expanded scope of work for Edna Jacobsen's department. The problem of who was to take care of the records you already have in the State Library did not worry us, because there was plenty for the new department to do for a long time to come without trying to reallocate what's already in good custody.

I hope that another year will bring another attempt to get an archival agency established and that the details of organization can be worked out more satisfactorily.

Sincerely,

THE UNIVERSITY OF THE STATE OF NEW YORK
THE NEW YORK STATE LIBRARY
ALBANY 1

C. A. L.

CHARLES F. GOSNELL
STATE LIBRARIAN

3 May 1948

Miss Margaret C. Norton
Illinois State Library
Springfield, Illinois

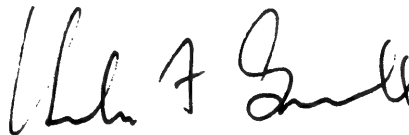
Dear Miss Norton:

Thank you very much for your letter. I am happy to have your further views on the matter. I believe that we are on the way to working out a really effective program.

Our New York Freedom Train is proving a very popular illustration of the cultural worth of archival materials, and I enclose a pamphlet giving an account of the project.

Sincerely yours

G-C



THE UNIVERSITY OF THE STATE OF NEW YORK
THE STATE EDUCATION DEPARTMENT
ALBANY 1

DIVISION OF ARCHIVES AND HISTORY
ALBERT B. COREY, STATE HISTORIAN
DIRECTOR

Nov. 6, 1948.

Miss Margaret C. Norton, Archivist,
Illinois State Library,
Springfield, Ill.

Dear Miss Norton:

Thanks very much for your good letter of December 29 which arrived while I was enjoying a brief vacation from the chores of the office. I can well imagine that you and Dr. Buck were somewhat disturbed at the action of this Department in recommending the transfer of the records to the Governor's office. I can also understand the fear which you have expressed of divided jurisdiction over records in this State.

The essential problem, as we have seen it here and by that I mean this Department, has been to consolidate our efforts with respect to those matters which are distinctly of an educational nature. It was felt that the processing, preserving and servicing of records which belonged to the various governmental departments, as well as to various local governmental agencies, is hardly an educational function. It was felt that this is a function which belongs at the center of government and should be closely associated with the executive department unless by chance it could be made a separate department itself. In this State, however, there are nineteen functioning departments and all agencies must be fitted into these nineteen departments.

The State Library was disturbed over both your recommendation and the position taken by the Department on the ground that by law it had the right to collect and preserve documentary materials of all kinds. But if the position is sound, and I think it is that records administration is not educational and not historical in character, then I think it is not a library function either. This was also the opinion of the Department and of your Commission.

In the discussions that we had upon the subject, two things appeared clear-- the first is that any records administration program will take some years to get under way, particularly

THE UNIVERSITY OF THE STATE OF NEW YORK
THE STATE EDUCATION DEPARTMENT
ALBANY 1

DIVISION OF ARCHIVES AND HISTORY
ALBERT B. COREY, STATE HISTORIAN
DIRECTOR


Miss Norton-11/6/47-#2

since there is no likelihood of the building of a records office building for some time to come. The budgetary situation in this State is such at the present time that I can see no immediate likelihood of capital construction of this kind. Until the records administration is set up, probably the first of April, the library does have a legal right to acquire materials and besides it is the only depository which is available. We are accordingly faced with a dilemma as you can very well understand. Frequently, dilemmas bring about compromises and to a considerable degree this is what has happened although I am not disturbed about the terms of the arrangement which was agreed to nor, for that matter, is Dr. Flick disturbed by it.

We do not go along with the Wicks' Commission proposal that all of the records which are not in the State Library should remain there after the building and functioning of a records office building. We have felt that the most important problem to be faced to secure a continuous run of certain important series and that these should be placed in the records office. This means pulling out of the State Library considerable quantities of records which I expect they will be very loath to give up. Once the records administration begins to function, we shall have an effective records office and I think that the line of demarcation between the library and the records office can be straightened out. Dr. Flick feels the same way about it.

I want to thank you once more for your part in the whole inquiry. Did I tell you in my last letter that the Division of State and Local History has been established by the Board of Regents, that the Wicks' Commission is in the process of modifying its report about the scope of the work of the State Historian and is going along with us on our recommendation?

Sincerely yours,


ALBERT B. COREY,
State Historian

THE AMERICAN ARCHIVIST

EDITOR'S CORRESPONDENCE REGARDING ISSUED PUBLISHED IN 1947

(THIS FILE IS FROM THE SOCIETY OF AMERICAN
ARCHIVISTS' ARCHIVES WHICH ARE LOCATED AT THE
UNIVERSITY OF WISCONSIN ARCHIVES, MADISON -
RECORD SERIES 200/7/2 - BOX 1, FILE 18.)

November 7, 1946

Mr. Robert H. Bahmer
The National Archives
Washington 25, D.C.

Dear Mr. Bahmer:

How successful have you been in collecting the papers read before the Society of American Archivists recently? Probably most if not all should be published in the American Archivist. In addition I should like to publish some of the discussions. Particularly do I want copies of the discussions of Mr. Marx's paper, but do not have the addresses of Messrs. Yoshpe and Edmunds and Miss Orell. I would appreciate it if you could send me their addresses so that I can write to them if they did not give you copies of their remarks.

The program I felt was very well done, and I congratulate you upon your success. I know how much hard work went into it and you must have felt very proud of the results.

Dr. Buck's presidential address will go into the January issue and I believe he understands that he is to send it directly to me. Philip Brooks' history of the Society should also be printed there, but I do not know who has it. Your report on the meeting should also be printed then, and I suppose you will need to keep copies of all the papers until you have finished it. The important thing is that we should not let them get away from us. I am sorry that I did not speak to you about the matter before the meeting was practically over. In other societies in which I have had experience the secretary takes care of this matter and I did not realize that arrangements had not been made. I will be glad to write any necessary letters, but of course you realize that if I write that more or less commits me to print which might prove embarrassing if for any reason I decided not to do so.

Again, thanks for your part in what was for me a very profitable meeting.

Sincerely,

EDITOR

December 1, 1946

Mr. Robert Bahmer
Route 2
Rockville, Maryland.

Dear Mr. Bahmer:

When I say your envelope I exclaimed, "Good boy - he did make the deadline after all!" Imagine my disappointment, therefore when I did not find your article but the other three. I thought you would discover that you had left it out and send it along the next day, but so far I have not received it. I have therefore sent along copy to the printer, and notified him that your copy would be along a little later. If you have decided that it is definitely not ready, we can postpone publication until the April issue, though I would prefer to have it in the January number. I don't know whether I can help much with descriptions where you were unable to attend meetings, because I did not get to all sessions myself - missed all the first session because of a late train, was called out of other sessions on business. However, I will see what I can do. Miss Rogers wanted me to write up the meeting for Illinois Libraries, but I wasn't able to do so for want of adequate notes.

Many thanks for your cooperation in getting the papers together and writing up the account of the meeting. I am sorry that your duties were not made clear to you when you were appointed, and that I did not realize that no one was picking up the papers at the meetings. I could have helped you in that latter particular. You did a fine job as chairman of the program committee and got some outstanding papers (also, if I must be candid, several muffed good subjects, but not many.)

Sincerely,

MANAGING EDITOR

December 10, 1946

Mr. Robert H. Bahmer
Route 2
Rockville, Maryland.

Dear Mr. Bahmer:

Thank you for the copy of your report. I have sent it on to the printer, making one change only - substituting Mr. Corey's name for Mr. Robinton's as the rebuttal speaker on the local archives discussion. I think your summary of the meeting is good, and could not add anything to it. I hope we got it to the printer in time to be included in the January issue. It may have to go on only one proof reading, but we will be careful of that.

Mr. Edmunds' paper has been returned to him for changes as you requested. I am also glad to receive Mr. Eddy's paper, also the amusing commentary by the Washington Star. That might be interesting to quote some time, just for the fun of it. Personally I quite agree with Mr. Eddy that in the past the archivists have devoted an undue amount of time to antiquarian work, but I think his phraseology was perhaps unfortunate for it seems to imply that no one should do any. Actually, what we are driving at is that our primary duty is to make archives available for efficient production no matter who is to consult them, albeit their primary use is for legal purposes. So long as a record is a public record and therefore subject to public inspection, it is the archivist's duty to service the record promptly, but I don't think it is within the archivist's province to judge as to the relative merits of the use the tax payer makes of the record.

By the way, I notice you signed your report, "War Department." Are you in the War Department Archives of the National Archives or in the War Department now? I ought to know, but I have long since given up trying to keep abreast of the wanderings of the National Archives boys. I do want this accurate for the American Archivist.

Sincerely,

MANAGING EDITOR

SWARTHMORE COLLEGE



PEACE COLLECTION

A MEMORIAL TO
JANE ADDAMS

September 24, 1946

ELLEN STARR BRINTON, Curator
SWARTHMORE, PENNSYLVANIA, U.S.A.

Miss Margaret C. Norton, Editor
American Archivists
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

Your name has been very well known in the field of Archives and it is a pleasure to learn that you are now the editor of American Archivists.

The material in this Peace Collection is rather different from the usual type of papers found in archival libraries. It has been suggested that perhaps you might find space for a brief story about it in the January issue. Could you use an article that would cover not over four pages? Would it be possible to have about 1,000 or 2,000 off-prints made about the same time? If so, approximately what might this cost? I should like to send them to active peace organizations all over the world.

If this suggestion meets with your approval I should be glad to know the dead line for turning in the finished manuscript.

Yours Sincerely,

Ellen Starr Brinton

ELLEN STARR BRINTON
Curator

ESB/gh

THE JANE ADDAMS PEACE COLLECTION

IN 1930 Jane Addams sent her personal papers on peace and peace movements to The Friends Historical Library of Swarthmore College. Those papers have become the nucleus of an expanding library of books, periodicals, pamphlets, and manuscripts received from all parts of the world and written in many languages. There are now some million pieces filed away for the use of students of man's efforts to avoid wars.

The material in this collection covers over three centuries of history, some of it dating back to 1642. It is to be found in all conceivable forms from books to bells, stamps to emblems, pins to posters. The variety of forms of expression is a most significant part of the collection because it shows the many ways in which humanity's aspirations for peace have taken form, and breathes life into the written material of the collection.

Perhaps the most striking aspect of the collection is its universality. From the time of the first announcement, the Jane Addams Peace Collection has captured the

interest of peace groups throughout the world. Individuals have sent their personal collections and old letters. Boards of Directors of both active and inactive peace groups arranged to deposit their office correspondence files. Refugees fleeing from fascist countries have saved valuable material from destruction and have collaborated with representatives of the collection in arranging for this material to come to Swarthmore.

World-known writers on peace—Merle Curti, Devere Allen, Richard Gregg—contributed generously from their historic peace libraries. Families and executors of well-known peace leaders deposited priceless papers of a lifetime of accumulation. Here are to be found such names as Alfred H. Love, Dr. William I. Hull, Benjamin Trueblood, Belva Lockwood, Rev. Sydney Strong, Hannah J. Bailey, Edwin and Lucia Ames Mead, Dr. Anna Garland Spencer, and Priscilla Hannah Peckover and Roderrick Clark and Hugh Richardson of England.

With the outbreak of World War II effort was made to secure all possible records of conscientious objectors in any coun-

try. Particular attention was given to the writings and publications of the men in the Civilian Public Service in the United States.

Now that the war is over the Jane Addams Peace Collection plans to re-establish its contacts with peace-minded individuals and groups around the world and through their help to make the Friends Historical Library at Swarthmore College the central depository for the literature and records of the struggle for peace.

Individuals, groups, and institutions having records of pacifist activities are invited and urged to send them to Swarthmore for permanent preservation. Students and scholars are cordially invited to Swarthmore College to make use of this interesting and growing collection.

Please address all correspondence, mail, and express packages to

THE JANE ADDAMS PEACE COLLECTION

*Friends Historical Library
Swarthmore College*

SWARTHMORE, PENNSYLVANIA

THE JANE ADDAMS PEACE COLLECTION

*We
Invite You
to
Participate*

*Friends Historical Library
Swarthmore College*

SWARTHMORE, PENNSYLVANIA

September 29, 1946

Miss Ellen Starr Brinton
Curator, Swarthmore College
Peace Collection
Swarthmore, Pennsylvania.

Dear Miss Brinton:

We are indeed glad that you have consented to describe the Peace Collection in the pages of The American Archivist. I think I will be able to run it in the January issue, if accepted, but have not yet started putting that number together yet and am not sure of the way my space will work out. Probably I will have little difficulty in finding space for your proposed limit of about four pages. The deadline for the January issue is November first.

The latest price quotation for reprints received from our printer says he will charge \$5.40 for 250 pages of four pages each, then he adds "Add 1/ C's. \$1.20" which must mean \$5.40 for the first 250 copies and \$1.20 per hundred for additional copies. I will get more accurate figures for you when the time comes.

Shall we be seeing you at the Washington conference of the Society of American Archivists? I hope so.

Sincerely,

EDITOR

• SWARTHMORE COLLEGE



PEACE COLLECTION

A MEMORIAL TO
JANE ADDAMS

November 1, 1946

ELLEN STARR BRINTON, *Curator*
SWARTHMORE, PENNSYLVANIA, U.S.A.

Miss Margaret C. Norton, Editor
Archives Department
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

Here is the manuscript about the Swarthmore College Peace Collection. It has been extended a little to include some details which Dr. Posner thought important. I hope it is now not too long for your purposes and that it will still make an article suitable for using as a separate off-print.

Will it be possible to have a printed copy of this material in proof form together with prices? I want members of the Advisory Council to see it and help decide the possible distribution, and consequently the quantity that could be advantageously used. For immediate circulation to our mailing list the S.C.P.C. can use 500 copies, but we may want more, if it is decided to use it also for some finance appeal. A colored cover sheet has been suggested for part or all copies. May I have a price on the off-prints, with and without covers, for 500, 1000, 2000 copies?

1781

Yours Sincerely,

Ellen Starr Brinton
ELLEN STARR BRINTON
Curator

ESB/gh
Encl.

November 16, 1946

Miss Ellen Starr Brinton, Curator
Swarthmore College Peace Collection
Swarthmore, Pennsylvania.

Dear Miss Brinton:

Your excellent article awaited me at my office upon my return from my vacation the first part of the week. Editorial mail was supposed to have been forwarded to me, but I guess the girls in the office did not realize this was an article. Anyhow, I have it here, safe. Many thanks for it.

I think I shall be able to print this in the January issue of The American Archivist. Do you wish galley proof or must you wait for page proof? Ordinarily the printer kills the type as soon as the magazine is printed, but I will instruct him to hold this until you have decided what you will want.

Our printer charges \$5.40 for 250 pages of 1-4 pages each (Your article will run 4 pages, I estimate). Additional hundreds may be had for \$1.20 per hundred. These prices presume that the reprints will start on right-hand pages and be stitched at the side with only a reprint line added to the first page of the reprint. It does not include a special cover.

The best way to handle this, I believe, will be for you to correspond directly with the printer when the time comes. He will probably make you a better price than this on the quantities you contemplate using. I will tell him to hold the forms for you for a reasonable time. You should write to Mr. Harold J. Bachmann, George Santa Publishing Co., Menasha, Wisconsin. Don't do this until we have proof, however.

It was a pleasure to meet you at Washington. I am sorry the meeting was so short, because I had a feeling that you and I would be congenial. Here's hoping we have further opportunities for meetings in the future.

Sincerely,

Editor



Miss Margaret C. Norton, Editor
Archives Department
Illinois State Library
Springfield, Illinois

SWARTHMORE COLLEGE PEACE COLLECTION, SWARTHMORE, PENNSYLVANIA

November 19, 1946

Dear Miss Norton:

A message from Helen Chatfield in regard to the proposed article of the Swarthmore College Peace College states that some change has been made in her title and that the description on page 6 should read, "Record Officer, U.S. Bureau of the Budget and Adjunct Professor of Record Administration, American University. I shall be interested to have two figures about off-prints at your earliest convenience.

Ellen Starr Brinton
ELLEN STARR BRINTON
Curator

December 1, 1946

Miss Ellen Starr Brinton, Curator
Swarthmore College Peace Collection
Swarthmore, Pennsylvania.

Dear Miss Brinton:

Copy for the January number of The American Archivist is going to the printer tomorrow. Your article will be included. I have instructed the printer to send proof to you - two copies of the galley, one for your correction (to be returned to me with the original copy) one copy of proof for you to use to show your committee. I have also asked for prices of separates as requested in your letter of November first. May I ask you please to return the proof for the printer as soon as you can. Since on account of unavoidable delays due to others than the editor, we are a month late in getting copy to the printer.

We hope that this is going to work out satisfactorily for you. I know the readers of The American Archivist will be interested.

Sincerely,

MANAGING EDITOR

SWARTHMORE COLLEGE



PEACE COLLECTION

A MEMORIAL TO
JANE ADDAMS

December 4, 1946

ELLEN STARR BRINTON, *Curator*
SWARTHMORE, PENNSYLVANIA, U.S.A.

Miss Margaret C. Norton
Archives Department
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

Thanks so much for your letter of November 16th. I wish we lived in the same community as I would like to know you better, *and see you often!*

In regard to the article, galley proof will serve our purposes. My chief need is to know definitely when the article will be printed and the size of the finished off-print, so that envelopes may be ordered for the proposed mailing. Any advanced notice will be appreciated.

Yours Sincerely,

Ellen Starr Brinton

ELLEN STARR BRINTON
Curator

ESB/gh

P.S. your letter of Dec 1. just received. Thanks for all information. Proof will be returned promptly. ESB

December 10, 1946

Miss Ellen Starr Brinton, Curator
Swarthmore College Peace Collection
Swarthmore, Pennsylvania.

Dear Miss Brinton:

Galley proof for your article ought to be coming through almost any day now. The finished off-print will be the same size as the regular pages of The American Archivist unless you decide to go to the added expense of having a reprint made at a different size, which I presume you do not contemplate doing. I think ordinarily that the printer trims the cover to the same size, but that will be something for you to decide. The size of The American Archivist pages is 6 3/4 by 10 inches.

The printer has promised to send prices as soon as he can - presumably when he sees how they will run in the mock-up copy. I do not understand from his letter whether he plans to send these estimates directly to you or to me. At any rate, I will promptly transmit any information I receive.

Sincerely,

MANAGING EDITOR

December 15, 1946

Miss Ellen Starr Brinton, Curator
Swarthmore College Peace Foundation
Swarthmore, Pennsylvania.

Dear Miss Brinton:

I have just received the following estimate from our printer:

My guess on the Brinton article is that it will make five pages of solid type meaning that we would have to run it as an eight page reprint in order to do it most economically. Such being the case, 500 copies without covers would be \$27.35 or with covers \$40.57; 1000 copies could be obtained for \$35.45 without covers or with covers \$58.57; 2000 copies would cost \$51.65 without covers or with covers \$94.57. These prices, of course, do not include shipping charges.

My experience with this publisher does not indicate whether he means a reprint or a separate. If a reprint, I wonder if he means a reprinting which might change the size of the page? I doubt that, but do not see otherwise how he is going to make eight out of five pages.

Probably the best way to handle this will be for you to make your arrangements directly with the publisher after you have seen the proofs. If you wish to write to the Banta people you should address:

Mr. Harold J. Bachmann
George Banta Publishing Company
Menasha, Wisconsin.

In case I do not have occasion to write to you again before the holidays, permit me to wish you a very Merry Christmas and a Happy New Year.

Sincerely,

MANAGING EDITOR

SWARTHMORE COLLEGE



PEACE COLLECTION

A MEMORIAL TO
JANE ADDAMS

December 30, 1948

ELLEN STARR BRINTON, Curator
SWARTHMORE, PENNSYLVANIA, U.S.A.

Miss Margaret C. Norton
Archives Department
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

Enclosed is one copy of the galley-proof with my corrections. The printer did not send to me the original typed copy. Perhaps he sent it to you. In case he did not, I am sending you my carbon copy. This need not be returned. Please feel free to make other changes that you may think desirable after you see the material in type.

I will write to Mr. Bachmann, Wisconsin, about the separate copies that we want. The fact that the material is over four pages in length presents a few complications as to final lay-out.

Thank you for handling this so sympathetically.

Yours Sincerely,

Ellen Starr Brinton
ELLEN STARR BRINTON
Curator

ESB/gh
Encl.

P.S. It is so slightly over 4 pages I still believe
he can make a 4-page folder out of it.

January 9, 1947.

Miss Ellen Starr Brinton,
Swarthmore College,
Swarthmore, Pennsylvania.

Dear Miss Brinton:

Reference is being made to your letter of December 31, wherein mention is made of obtaining reprints of your article which is appearing in the January number of the AMERICAN ARCHIVIST.

Two dummies are enclosed; one consisting of the pages as they will actually appear in the magazine, making five pages, and the other by running the respective pages a few lines long in order to pick up the material which appears on the fifth page, making a four page reprint. They are numbered "A" and "B" respectively. If you should decide on "A", in order to make use of the three blank pages, page one will be a title page which will carry the name of the article, the author, and a reprint line, page 2 will be blank and page 35 will be the first page of the article.

If "B" meets with your approval, a reprint line will appear at the top of page one.

We will be able to supply 1500 reprints of "A" without covers at a cost of \$44.00; 1500 copies of "B" without covers at \$27.50. Both prices are f.o.b. Menasha, Wisconsin. Our terms are net thirty days after shipment.

The National Archives

Washington, D. C.

OFFICE OF THE ARCHIVIST

November 13, 1946

Miss Margaret C. Norton
Editor, American Archivist
Archives Section
Illinois State Library
Springfield, Ill.

Dear Miss Norton:

Here is the manuscript of my address somewhat revised. I understood that you wanted to publish it in the January number and that, if you received it by November 15, it would be in time. I think it should be published as promptly as possible, not because of any excellence it may have but because of the importance of the proposals for action with reference to international problems.

If the two resolutions referred to in the footnotes that I have added are to be published in the same number, it might be well to add page references to the footnotes.

It was nice to see you again at the meeting, but I regret that I did not have an opportunity to talk with you more at length.

Sincerely yours,

Solon J. Buck

Solon J. Buck

Encl.

THE SOCIETY OF AMERICAN ARCHIVISTS

SOLOM J. BUCK, PRESIDENT
THE NATIONAL ARCHIVES
WASHINGTON 25, D. C.

November 20, 1946

ADDRESS COMMUNICATIONS TO:
LESTER J. CAPPON, SECRETARY
P. O. BOX
WILLIAMSBURG, VIRGINIA

Miss Margaret C. Norton, Editor
The American Archivist
Archives Department
Illinois State Library
Springfield, Ill.

Dear Miss Norton:

Thank you for your letter of November 16 and for the kind things that you say about my address. I am in complete agreement with what you have to say about the manual on local records, and I shall ask Cappon to take whatever steps may be necessary to carry out your suggestion.

Sincerely yours,

Solom J. Buck

Solom J. Buck

December 1, 1946

Dr. Solon J. Buck
The National Archives
Washington 25, D.C.

Dear Dr. Buck:

Copy for the January issue is going to the printer tomorrow. In accordance with your request, I am instructing him to send galley proof to you for correction. May I request you to return this to me, and at your earliest convenience? In order to give Mr. Bahmer and Mr. Trever, not to mention the Secretary, more time, we are going to press a month late this time. I am anxious to get the magazine out as early as possible because so many members have commented upon the fact that it is coming out on time these days.

Sincerely,

MANAGING EDITOR

The National Archives

Washington, D. C.

OFFICE OF THE ARCHIVIST

January 6, 1947

Miss Margaret C. Norton
Editor, The American Archivist
Archives Division
Illinois State Library
Springfield, Illinois

Dear Margaret:

Two sets of galley proof of my paper arrived here on December 26 but I was in New York at that time and did not have opportunity to read the proof until New Year's Day. I made a number of corrections in one set and mailed it to you by Air Mail late Thursday, January 2. I assume that the printer sent you at least one set and that you will not need the other one that I received, but if you do, let me know and I will send it on.

The program of the joint session of the SAA and the AHA in New York was an excellent one with an attendance of about 60 people. Both papers were very good and should be published as soon as possible. I understand that Holmes has, or will, write to you about them.

It appears that I shall have the pleasure of seeing you shortly in Albany as I understand that we are both on the Advisory Committee with reference to New York Public Records problems.

Sincerely yours,



Solon J. Buck
Archivist of the United States

January 14, 1947

Dr. Solon J. Buck
The National Archives
Washington 25, D.C.

Dear Dr. Buck:

Your corrected proof and your letter of January 6 have arrived. I sent back galley proof several days before your copy arrived, being pretty sure that I had caught all errors unless you were to change the wording. Fortunately your changes were very small and I was able to make them on page proof, which surprisingly got back to me in less than a week after I had returned galley. I guess the printer is trying hard to get out the January issue before the end of January. Having two sets of proof to do within two weeks crowded me so that I am temporarily behind in my Archivist correspondence. This explanation by way of apology for my failure to acknowledge receipt of your proof. As I have only one typist in my office right now, and she only fair, I am forced to write my letters in the evening. Sometimes I think I shall have to give up on the editorship, but I enjoy it and will stagger through.

I am looking forward to the Albany meetings, the more so because I received my library training in the old New York State Library School at Albany, and have sentimental attachments for the old town. I am afraid what we are being called in to settle an intra-departmental squabble over which division is to have control over the new archives department. I suspect, however, that the three of us will be in substantial agreement about which kind of an organization to recommend.

There is a tendency in the Society which is disturbing me, and I wonder if you are as conscious of it as I am, and if so, whether there is anything the President and editor can do about it. That is, there seems to be a growing cleavage between the people who call themselves "archivists" and those whom the "archivists" call "records administrators" - the first group those who consider archives work primarily historical and who are not the least interested in the problems of government administrators. This seems to be aligning most state archivists and the Washington people in two more or less antagonistic factions in the Society. That was what was at the bottom of the recent agitation for a revision of the constitution of the Society. At least one suggestion came to the committee of which I was a member, that members of the National Archives staff should be restricted in their voting power because they were dominating the

Society. I squelched that by reminding the lady that the National Archives staff furnishes more than half of the membership dues and I could not see anything democratic about taxation without representation. I also reminded the lady that if we were going to raise the issue, I thought the National Archives people would be justified in taking the ~~wage~~ away from her since she is connected with an historical society not an archival agency. I also reminded her that to my certain knowledge you turned down the presidency at least twice lest anyone think you were trying to dominate the Society, and that you lean so far backwards that I sometimes fear you will topple over. She replied that she did not think anyone at the National Archives was doing anything prejudicial to the Society, but she felt the Society is not giving sufficient prominence to the historical aspects of archival work. All I have to say on that point is, that the editor is getting marvelous support from your staff, pats on the back from state archivists but no assistance from them. The point of this long harangue is not to disturb you, but to ask if you as President cannot write an editorial or suggest someone else to do it, which would put this whole question into its proper perspective. Certainly no one is advocating that we archivists should neglect our historical heritage but that is only one phase of our work. I sometimes wonder if it isn't a matter of guilty conscience, because historical work is more glamorous, but less difficult than records management.

This conflict is definitely present in the Albany situation, I am sure. I hope we get a chance to discuss this problem at one of the meetings.

Sincerely,

EDITOR

THE SOCIETY OF AMERICAN ARCHIVISTS

SOLOMON J. BUCK, PRESIDENT
THE NATIONAL ARCHIVES
WASHINGTON 25, D. C.

ADDRESS COMMUNICATIONS TO:
LESTER J. CAPPON, SECRETARY
P. O. BOX 203
WILLIAMSBURG, VIRGINIA

December 4, 1946

Miss Margaret C. Norton, Editor
The American Archivist
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

In reply to your letter of December 1st, the new vice-president of the Society is William D. McCain and the new Council member who takes the place of Herbert A. Kellar, whose term expired, is Ernst Posner. As you know, Karl Trever was re-elected to the Editorial Board.

I am sorry that the minutes of the Council and of the business meetings arrived too late for inclusion in the January issue. There is some advantage to the readers of the magazine in having the minutes of the annual meeting published in the same issue with the secretary's report, the members of committees and the budget for the coming year.

Karl Trever wants you to serve ex-officio as a member of his committee on archival bibliography and I hope you will be willing to do so.

Sincerely yours,


Lester J. Cappon

ljc/mlh

THE SOCIETY OF AMERICAN ARCHIVISTS

SOLOM J. BUCK, PRESIDENT
THE NATIONAL ARCHIVES
WASHINGTON 25, D. C.

20 January 1947

ADDRESS COMMUNICATIONS TO:
LESTER J. CAPPON, SECRETARY
P. O. BOX 505
WILLIAMSBURG, VIRGINIA

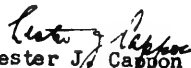
Miss Margaret G. Norton, Editor
The American Archivist
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

Thanks for your telegram. I didn't realize that the Model Act was to be published in the January issue. I think we ought to have 50 copies on hand in the secretary's office.

With kind regards,

Sincerely yours,


Lester J. Cappon
Secretary

Miss Margaret C. Norton
Illinois State Historical Library

Miss Norton:

Kindly let me refer
this to you.

Reva S. Ludwig
secretary
History Dept.

4311 Second Road North
Arlington, Virginia
June 12, 1946

The Editor
The American Archivist
323 Lincoln Hall
Urbana, Illinois

Dear Sir:

I have recently come across an article by my friend Bill Bruce on "The San Francisco UNOIO Documents" in the January issue of The American Archivist. It occurred to me that you might like to have a companion article on the Archives of the Preparatory Commission of the United Nations, which carried on the work of the San Francisco conference in making preparations for the first meeting of the General Assembly. As the former Deputy Documents Officer and Archivist of the Preparatory Commission (on detail from the Department of State) I feel that I would be in an excellent position to prepare such an article for you. If you would be interested in having an article along the lines of the enclosed outline, please let me know and I will be glad to work it up.

Very truly yours,

Richardson Dougall

Richardson Dougall

THE ARCHIVES OF THE PREPARATORY COMMISSION OF THE UNITED NATIONS

- A. The Preparatory Commission and its Executive Committee
 - 1. Creation and general function
 - 2. Composition, time and place of meeting
- B. Organizational position of the Archives
 - 1. Relation to the Documents Office
 - 2. Relation to the Index, Registry, and Library
- C. Contents and Activities of the Archives
 - 1. Contents
 - a. Archives of the San Francisco conference
 - b. Full powers granted to sign the Charter of the United Nations
 - c. Documents and working papers of the Preparatory Commission
 - 2. Activities
 - a. Binding of a complete and definitive set of documents of the San Francisco conference
 - b. Services to committees and delegations
 - c. Maintenance of file of London documents and working papers
- D. Documents System
 - 1. Changes from San Francisco system of documentation
 - 2. Committee structure and its effect on documentation
 - 3. The Journal and the system of Journal supplements
 - 4. Documentation in languages other than English
 - 5. Effect of Preparatory Commission documentation on that of the General Assembly and other organs of the United Nations

June 20, 1946

Mr. Richardson Dougall
4311 Second Road North
Arlington, Virginia

Dear Mr. Dougall:

Professor Theodore C. Pease, former Editor of The American Archivist has referred your letter concerning a proposed article on "The Archives of the Preparatory Commission of the United Nations" to me as the new Editor.

The American Archivist has published and has on hand so many articles about the war and war records that I fear our readers will be rebelling. However, it seems to me that a record of such matters has a very definite place in the history of archival technology, and certainly The American Archivist is the proper place in which to preserve that record. Therefore, I think a short article such as you propose would be of great value, and I would appreciate having you prepare and submit this for publication.

As we have a number of articles on hand, sufficient to fill the October issue of The American Archivist, there is no particular rush about receiving your article. However it should be published before too long.

Sincerely,

Editor

mcn:lk

cc: Carl L. Lokke

4311 Second Road North
Arlington, Virginia
September 27, 1946

Miss Margaret C. Norton, Editor
The American Archivist
Archives Department
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

Since receiving your letter of June 20 I have prepared an article entitled "The Archives and Documents of the Preparatory Commission of the United Nations" along the lines indicated in my letter of June 12.

In accordance with the regulations of the Department of State, where I am employed as Assistant Chief of the War History Branch, Division of Policy Research, I have submitted this article to the Departmental Publications Committee for clearance. I anticipate no difficulty in obtaining this clearance and I shall send it on to you at once when the Committee gives me the green light.

Very truly yours,

Richardson Dougall
Richardson Dougall

4311 Second Road North
Arlington, Virginia
October 9, 1946

Miss Margaret C. Norton, Editor
The American Archivist
Archives Department
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

I refer once more to your letter of June 20 and to my letter of September 27 concerning an article for the American Archivist entitled "The Archives and Documents of the Preparatory Commission of the United Nations".

This article has now been cleared by the Department of State and I enclose it herewith. I hope that it will reach you in time for inclusion in your January issue. When it does appear, I should appreciate receiving a few copies of the issue in which it is printed.

Very truly yours,

A handwritten signature in cursive script that reads "Richardson Dougall". The signature is written in dark ink and is positioned above the printed name.

Richardson Dougall

1105 South Second St.
Springfield, Illinois
October 19, 1946

Mr. Richardson Dougall
4311 Second Road North
Arlington, Virginia.

Dear Mr. Dougall:

Your very interesting article on "The Archives and Documents of the Preparatory Commission of the United Nations" came while I was on vacation and has only now been forwarded to me. This will be published in the American Archivist, probably in the January number. Since I have not yet started working on that number, I am not certain just which of the articles on hand will go into that issue, but because of its timeliness, I hope I can print it then.

Thank you very much for your cooperation in preparing this article for us.

Sincerely,

EDITOR

November 25, 1946

Mr. Richardson Dougall
4311 South Road North
Arlington, Virginia.

Dear Mr. Dougall:

In checking through my correspondence I do not find a carbon of my letter accepting your article entitled "The Archives and Documents of the Preparatory Commission of the United Nations." I thought I remembered writing you, but apparently I have not, and I wish to apologize for my discourtesy to you. Much correspondence piled up while I was away on my vacation last month, and since my return I have felt like Alice in Wonderland - I have had to run very fast to stay in the same place.

Your article ties in directly with President Buck's address "The Archivist's One World" and I propose to print it in the January issue of The American Archivist. I greatly appreciate your taking the time to prepare this very valuable paper.

As you doubtless know, we furnish authors twenty-five copies gratis; additional copies, if the authors wish them, must be arranged for with the publisher before the type is killed, which is immediately after the issue is printed. We do not send proof to the author unless some time has elapsed since receipt of the article or unless he specifically requests it.

On page 15 of your article you say, "In addition to these regular series of couments, the Preparatory Commission issued -" Is the underscored word correctly spelled?

Sincerely,

EDITOR

4311 Second Road North
Arlington, Virginia
December 2, 1946

Miss Margaret C. Norton, Editor
The American Archivist
Archives Department
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

Your memory was right and your filing system wrong, for you wrote me on October 19 accepting my article on "The Archives and Documents of the Preparatory Commission of the United Nations" for publication in The American Archivist.

Twenty-five copies of the article will be sufficient for me. I do not particularly wish to see proof of the article, but would be glad to check it promptly for you if you wish.

You questioned the spelling of couments on page 15. This word should be documents and the sentence should read: In addition to these regular series of documents, the Preparatory Commission issued.....

If it is not too late, I should like to make one change at the end of the article. Strike out the ~~entire~~ sentence: The League of Nations influence is seen, however, ... a numerical rather than an alphabetical symbol is used for each committee.

In lieu of the above sentence, insert: For the documents of the six principal committees of the General Assembly, however, numerical rather than alphabetical symbols are used. [Then continue: Thus the first document of Committee 4 of the General Assembly was numbered A/C.4/1.]

Sincerely yours,

Richardson Dougall
Richardson Dougall

December 9, 1946

Mr. Richardson Dougall
4311 Second Road North
Arlington, Virginia.

Dear Mr. Dougall:

Thank you for the corrections for your article. I will see that these changes are made on galley proof. I do not see why I did not hit on the word "documents" as the correct wording for "couments." I guess I was overwhelmed by State Department protocol! I had never heard ~~of~~ the word and couldn't find it in either Webster or my French dictionary, but I know diplomats rejoice in big words and thought perhaps I just didn't know the term. Thank you for your prompt attention to my inquiry.

Sincerely,

MANAGING EDITOR

NATIONAL ARCHIVES,
War Records Office,
Washington, D.C.,
8 October 1946.

DR. LESTER J. CAPPON, Secretary,
The Society of American Archivists,
Colonial Williamsburg,
Williamsburg, Va.

Dear Dr. Cappon:

Herewith I have the honor to submit the year 1946
Report of the Committee on Archival Buildings of The Society
of American Archivists.

With best regards, I am,

Sincerely yours,

A handwritten signature in dark ink, appearing to read "Victor Gondos, Jr.", written in a cursive style.

Victor Gondos, Jr.,
Chairman.

HARVARD UNIVERSITY

OFFICE OF WAR ARCHIVES

*For the records created in the fulfillment
of the University's War contracts*

LITTAUER CENTER
CAMBRIDGE 38, MASS.

June 13, 1946

Dear Miss Norton:

I have not acknowledged your last letter, partly because I have been occupied with arranging an exhibit on the University's war activities for the Associated Harvard Clubs Meeting, and partly because I wanted to tell you whether I could let you have something for The American Archivist concerning this office. I have started to write a brief account, in accordance with your suggestion, and should get it to you about the end of the month. It will be about six to ten typewritten pages long (double-spaced); I hope that is not too much. I realize of course that it will be too late for the July issue.

I am still planning to go to Summer School, though I have not heard definitely as to a room. Things have worked out here quite well; the Office of War Archives closed down as a separate office on June 30. My assistant will be transferred to the Library payroll on that date, and I will return to the University Archives at the end of August. A Document Collection, which is housed with the war archives, is to be supported by the Navy, which has possession, but will be administered through the Library. A third of my time next year is to be spent on that, so with both connections I can keep an eye on both parts of what is now the War Archives Office. It has been rather fun having my own department, and I shall be rather sorry to see it end. But funds can no longer be drawn from OSRD for it; in fact, since ninety percent of the material is in, expenses next year should be small.

Commencement this year went back to the ritual of before the war; it was quite an event. My exhibit went well, and is to be repeated for the Cambridge Centennial on July 1. I will have just about time to get it out and then to return it to the various professors before leaving for New York. My sister is going to be there this summer too; we are hoping it will not be too hot. I trust that your summer will be a pleasant one.

Sincerely yours,

Robert W. Lovett

American Archives

June 20, 1946

Mr. Robert W. Lovett
Office of War Archives
Harvard University
Littauer Center
Cambridge 38, Massachusetts

Dear Mr. Lovett:

I am delighted that you will be able to send us the account of the Office of War Archives at Harvard University. I think the 6 to 10 typewritten pages double spaced will be about right.

I hope you will enjoy summer school this year, and even more, enjoy your work in your old Harvard University department.

I suppose in the fall you are planning to take the big step into matrimony.

Sincerely,

Editor

mcn:lk

HARVARD UNIVERSITY

OFFICE OF WAR ARCHIVES

*For the records created in the fulfillment
of the University's War contracts*

LITTAUER CENTER
CAMBRIDGE 38, MASS.

Miss Margaret C. Norton, Archivist
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

I am enclosing the article for The American Archivist about which we have written. I hope that its length and its content are about what you had in mind.

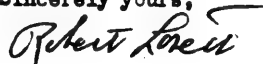
The April issue of The American Archivist, with its inclusion of some of the speeches given at the annual meeting, was interesting. It's too bad you couldn't include Captain McCain's address, but perhaps it was not adapted for that use. The piece on college archives naturally interested me; it was sound, so far as it went. I'm sure Mr. Shipton would agree with the author, for both emphasize the historical approach. And speaking of Mr. Shipton, he is to write an article on the Harvard Archives for a new University Library publication, which is to start in the Fall. Possibly I will do something for it during the year, on some phase of the University Archives.

I leave next Friday for Summer School. Rooms are so scarce, I believe I will end up in an army-type building at New York University, which is being lent to Columbia. This communal type of living will not be a new experience for me, anyway. I plan to return to work directly after the end of the session, but will take a two weeks vacation in September. It is then we plan to be married, on the 7th, in fact. We haven't any place to live yet, but after Summer School I shall have to do some intensive looking.

Mr. Keough has finished his job at M.I.T.; he returns to the University Archives next Monday. He will be working in the main office mornings, and at the Medical School, where he will be organizing a sub-archives, afternoons. He has been accepted by the Columbia Library School for next Fall.

Thank you for your good wishes for the wedding and next year. I hope that you have a pleasant summer, and a successful year.

Sincerely yours,



PS The Navy Office here has approved of the article as it is.

July 8, 1946

Mr. Robert Lovett
Office of War Archives
Littauer Center
Harvard University
Cambridge 38, Massachusetts

Dear Mr. Lovett:

Thank you very much for taking time when you were preparing to go back to Columbia to write such an excellent article on the care of Harvard's war contract records. This will probably be published in the January issue, since I already have all the articles I can use for the October issue.

If the housing situation is as tight in Cambridge as it is here, I would think your fiancée might well spend the weeks you are separated in house hunting. I am glad to hear that you have decided definitely upon the date of your marriage.

I am glad to hear that Mr. Keough is also going to Columbia next fall. I only met him once, but he made a very favorable impression upon me.

The July issue of The American Archivist is the first one under my editorship. It should be out within a week or so. I have, I hope, somewhat improved the format of the magazine, but so far have not been very successful in getting some of the types of articles I want. I have been amused at the disinclination of some of the critics of the editorial policy of The American Archivist who have either refused to write articles themselves or have even ignored my letters on the subject. It is hard I guess for our members to realize that this is not another commercial proposition, but that we cannot publish articles which they do not write.

With best wishes for a successful summer, I am

Sincerely,

Editor

mcn:lk

1105 South Second St.
Springfield, Illinois
October 19, 1946

Mr. Robert W. Lovett
1878 Commonwealth Avenue
Brighton 36, Massachusetts.

Dear Mr. Lovett:

This is supposed to be my vacation, but since both the skies and my car have sprung a leak I am taking a busman's holiday this afternoon to get caught up on my American Archivist and other correspondence.

I really haven't anything to write to you about, except once more to express to you and your bride my sincere wishes for a successful and durable marriage. Some twenty odd years ago I went to housekeeping with a librarian chum. Our friends laughed a lot at our window shopping, and, I guess, at our early attempts at interior decorating - we had both been living in boarding houses and hotels for years and to us a table was something to sit at and a chair something to sit upon - only that and nothing more. We had the times of our lives, window shopping and buying things for our little apartment. One night Gladys remarked, "Do you realize, Margaret, that you and I have been having a lot of the fun newly weds must have, and that we have rather spoiled the fun if either of us should get married?" Neither of us ever did marry, but I know some of the pleasure Mrs. Lovett and you are having making your first home.

Your honeymoon at Quebec was in the ideal spot. I visited the Island of Orleans before the bridge brought modern life to the community, and I don't think I shall ever again have quite the feeling of having really been in another world. We bought fresh strawberries from a French family out in the field, and I never tasted anything so good. I suppose each of us cherishes outstanding moments in our lives. One of mine was watching the colors struck at the fort at Quebec, then walking down the steps to Dufferin Terrace. I remember that the hillside was a mass of larkspur and buttercups. But one really should not spoil the beauty of Quebec by a bridal trip!

The archivists' meeting is going to be good. I am sorry you cannot attend.

Sincerely,

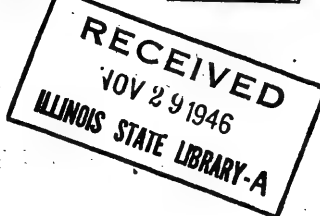


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THIS SIDE OF CARD IS FOR ADDRESS

Miss Margaret C. Norton
Archives Department
Illinois State Library
Springfield, Illinois



122-27-46

Dear Miss Norton:

The copy of January news notes for the AA

are typed and will be proof read tomorrow and sent on to you promptly. It will run about 30 pages double space I think. Feel free to cut out anything you do not want to use if it is too long. I have no news from the Secretary, but ordinarily he sends to the editor the reports etc. for the January issue of the notes.

Trever

The American Archivist

PUBLISHED QUARTERLY BY THE SOCIETY OF AMERICAN ARCHIVISTS

MARGARET C.
NORTON

Managing Editor

Archives Department
Illinois State Library
Springfield, Illinois

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GUST SKORDAS

600 Lawrence St., N. E.
Washington 17, D. C.
October 19, 1946

Miss Margaret Norton, Editor
The American Archivist
1105 South Second Street
Springfield, Illinois

Dear Miss Norton:

This is to enclose Bartlett on Maps and Hunter on WPB historical report. By cutting the first paragraph of Hunter's review it ~~will~~ come close to the thousand word limit. This review also will remind you that you planned to promulgate a policy on the remaining CPA publications. I hope that you will talk to me about this when you are in Washington next week.

Sincerely yours,

Richard G. Wood
Richard G. Wood
Book Review Editor
The American Archivist

RGW:rlw

Encl.

Jahresbericht für 1944. Auszug aus
dem Jahresbericht der Direktion des
Inneren des Kantons Zürich ([Zürich,
1945) Ph. 6.)

Jahresbericht für 1945. Auszug aus
dem Jahresbericht der Direktion
des Inneren des Kantons Zürich
([Zürich, 1946] Ph. 5.)

November 7, 1946

Mr. Richard G. Wood
Book Review Editor
The American Archivist
The National Archives
Washington 25, D.C.

Dear Mr. Wood:

This will acknowledge the two sets of reviews and the Archivist's Book Shelf and the new "Have you seen" column. I think Mr. Friis has done exceptionally well with his subject and I am sure our readers will like our new column.

Someone at the convention told me about an article in a recent Consumers' Digest about the fact that the new pens which write for years without filling use as the ink substitute something which is quite fugitive. We do not have that periodical, so I have not had a chance to check it, but perhaps it will be something we will want to reprint or at least to note in this column.

I am not sure of some of the words in Mr. Correll's review of the reports of the Staatsarchiv Zurich. Is the following correct?

Jahresbericht für 1944. Anzug aus dem Jahresbericht
der Direktion des innere des Kantons Zürich. (Zurich.
1945 Ph. 6.)

The American Archivist will be a month late this time because Messrs. Buck, Bahmer and Traver had to have more time to prepare for their parts. However, I will shove it through as fast as possible.

Once more I wish to express my appreciate of the way the local committee carried on despite the handicaps of the hotel strike.

I expect to return to the office in a day or so and will send you more stationery at that time.

Sincerely,

EDITOR

Transaction:

Sheet No. _____

(over)

November 3, 1946

Dr. Philip C. Brooks
The National Archives
Washington 25, D.C.

Dear Mr. Brooks:

It was not until I reached Washington that I heard that you were ill again. I tried to get a chance to call you while I was there, but the only free time seemed to be after one A.M. and I did not think you would appreciate the chance to visit with me at such an hour. I am glad that you are getting along all right, and hope you will be back at work before long. But, oh, how we all missed you at the meeting!

Your history of the Association is tops. It is very hard to make anything like that interesting, but you certainly did. So far I haven't secured a copy, but I want to print it in the January issue. I suppose Mr. Bahmer will send it along soon, though he did not seem to realize that he would have to collect the papers when I asked him about it.

We had a good time at the meeting and the local committee performed a miracle in getting us housed and fed. Not having a headquarters hotel meant less than the usual extra-curricula activities, though I dare say some went on anyhow. The Washington people for the most part we hadn't seen since the war started, so it was good to be back in town once more with old friends. I came home to what seems like a mountain of American Archivist mail which I am slowly reducing to my "to be filed" folder from my "answered" folder. If this seems unusually dull even from me, it is because I have been writing letters all afternoon and have exhausted my adjectives. This is nothing but a note of greeting to you and your wife, and a fervent hope that this illness will not be serious or long and that never again will you have to be away from a conference of the archivists.

Sincerely,

THE SOCIETY OF AMERICAN ARCHIVISTS

COLON J. BUCK, PRESIDENT
THE NATIONAL ARCHIVES
WASHINGTON 25, D. C.
November 6, 1946

ADDRESS-ORGANIZATION-SECRETARY
LEONARD J. GARDNER-SECRETARY
P-O-BOX
WASHINGTON-25-D.C.

Miss Margaret C. Norton
Archives Department
Illinois State Library
Springfield, Ill.

Dear Miss Norton:

I am grateful for your letter of November 3 and for your kind words about my paper. Of course, I greatly regretted missing the meeting and was particularly sorry not to talk to you. I have come back to work half days just this week and have been told to take it fairly easy for a while.

The history of the Society was, of course, a good deal of fun to work on. I had gone over a good deal more material than showed up in the paper, and I had to select what I thought were a few essential elements. One problem, of course, was when to give individual credit to certain persons and when not. I hope that nobody feels slighted. There is really not much question about the few people who have really kept the organization going, and you are high among them.

Mr. Bahmer does have a copy of my paper, but I would rather send you a copy direct as I want to make some minor revisions and to add some footnotes. I had really hoped that you would not want the paper for the January issue but, if you need it then, I believe I could get it to you by November 25. Would that be satisfactory? I will do it sooner if I can.

I have been quite well impressed by the July and October issues of The American Archivist and think that you are off to a fine start. Thanks again for your good wishes.

Very cordially,


Philip C. Brooks

The National Archives
Washington 25, D. C.

THE SOCIETY OF AMERICAN ARCHIVISTS

SOLOM J. BUCK, PRESIDENT
THE NATIONAL ARCHIVES
WASHINGTON 25, D. C.

November 14, 1946

ADDRESS CORRESPONDENCE TO:
LETTER-OF-REPLY, SECRETARY
P. O. BOX
BETHLEHEM, PENNSYLVANIA

Miss Margaret C. Norton
Managing Editor
The American Archivist
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

Mr. Brooks has asked me to write you to say that he regrets very much that he will be unable to send you his paper on the 10-year history of the Society in time for publication in the January issue of The American Archivist.

Sincerely yours,

Ruth Curry
Ruth Curry
Secretary to Philip C. Brooks

The National Archives
Washington 25, D. C.

THE SOCIETY OF AMERICAN ARCHIVISTS

SOLOM J. BUCK, PRESIDENT
THE NATIONAL ARCHIVES
WASHINGTON 25, D. C.

January 7, 1947

ADDRESS COMMUNICATIONS TO
LESTER J. GAPPEN, SECRETARY
P. O. BOX
SPRINGFIELD, ILLINOIS

Miss Margaret C. Norton
Editor, The American Archivist
Illinois State Archives
Springfield, Illinois

Dear Miss Norton:

Enclosed is my paper on the history of the Society. I am very sorry that it did not get to you in time for publication in the January issue of The American Archivist as you wished. I think you know by now that my illness of last fall wound up with a siege in Johns Hopkins Hospital from which I returned on December 21. What with catching up on a number of things and a reorganization of the National Archives as of January 1, I have only now had an opportunity to brush the paper up a bit and get the footnotes in shape. It isn't, as a matter of fact, changed in any substantial degree from the version that was read for me at the meeting in October. There are a number of passages that were written primarily for the meeting and are in somewhat lighter vein than one would usually find in a professional journal. I thought that since they seemed to have been welcome at the meeting they would perhaps be likewise received by potential readers. You are, of course, at liberty to make whatever editorial revisions you deem appropriate, including cuts or revisions in style. If you wish to have me do anything further in connection with the paper, I hope you will let me know.

Mrs. Brooks and I both send you best wishes for the New Year.

Very cordially



Philip C. Brooks

The National Archives
Washington 25, D. C.

January 14, 1947

Dr. Philip C. Brooks
The National Archives
Washington 25, D.C.

Dear Dr. Brooks:

I hope you have not overstrained yourself in getting copy for the History to me so soon after you return to the office. Of course I was disappointed not to have it for the January issue, but as it turned out, I am having 112 pages which is more than the average, so it is as well that yours shall come out later.

Like all your friends I was deeply disturbed to hear that you had to go to the hospital after you thought you could return to the office. I hope you have the same experience in returning to health that I had. For a number of years I had suffered from what were diagnosed as migraine headaches. A bout with intestinal flu from which I did not recover sent me to the hospital where it was found that I needed a gall bladder operation. I did not get over that either, and after dragging around half sick for several years, I resigned myself to the idea that I probably had cancer. Finally my beloved physician died and I was sure that I was going to die too. I was really in an awful shape psychologically as well as physically. I took my woes to a man who was a mutual friend of both my old doctor and myself, a physician who took up medicine rather late in life after he had lost his voice (he was formerly a clergyman). Dr. Morrison never had much of a practice, but he took me and my woes more seriously than a busier physician would have done, and worked with me in curing myself. He said I was so full of medicine and a diet designed for a liver ailment I had had but which he believed had cleared up; "Now let's see what nature can do for you." He put me on a different diet, took away all my pills and shots, and within three months I began to feel like a new woman. You know what splendid vitality I have had in the last few years, so much so that I sapier as in the "glorious fifties." I speak of "my Operation" not to trade experiences with you, but to tell you that this ill health of yours is only a passing phase. Most everyone these days has one serious and lengthy illness before 45, but when you do get on your feet again, it is a grand and glorious feeling. I am not going to say, "Take care of yourself." Rather, I hope that you will get so absorbed in your work that someday you will suddenly realize that all your discomfort has disappeared. Good luck and good health!

Sincerely,

February 1, 1947

Dr. Philip C. Brooks
The National Archives
Washington 25, D.C.

Dear Dr. Brooks:

The April issue of The American Archivist is going to press today with your History included, though there is a slight possibility that I may have to pull it out if Karl Trevor sends a very long News Section. You will receive galley proof, in accordance with instructions from the Council. I would appreciate it if you would return the proof to me within a week of receipt if possible. Will you want to order reprints other than the twenty-five copies supplied by the editorial office?

I am glad to hear that your health is back to normal. I guess there came a time to you, as it did to me, when one should forget doctors and medicine and let nature heal.

I am interested in the new organization of the National Archives staff and in your new job. How many reorganizations does this make, now? I hope the budget won't require a further cut and reorganization. Operating as I have been doing for a year now on a staff half what I used to have and even less than when we were in the old building, I know what a strain a reduced budget can be. It isn't budgetary items with us, but salaries so low we cannot attract the right kind of people or keep those we have. Somebody said recently that the only times archival agencies thrive in this country is during depressions. Personally, I get along with the smaller staff.

Sincerely,

MANAGING EDITOR

THE SOCIETY OF AMERICAN ARCHIVISTS

SOLOM J. BUCK, PRESIDENT
THE NATIONAL ARCHIVES
WASHINGTON 25, D. C.
February 6, 1947

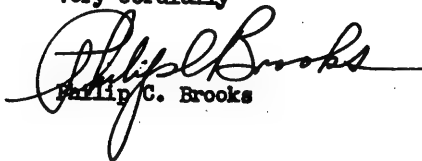
ADDRESS CORRESPONDENCE TO:
LESTER J. CRIPPOW, SECRETARY
P. O. BOX
WILLIAMSBURG, VIRGINIA

Miss Margaret C. Norton
Managing Editor
The American Archivist
Archives Department
Illinois State Library
Springfield, Ill.

Dear Miss Norton:

Thanks for your letter of February 2 with its word about the handling of my paper on the history of the Society. I should certainly be able to return the proof within a week of its receipt. In answer to your question, I shall not want any more reprints than the 25 normally supplied by the editorial office.

Very cordially


Philip C. Brooks

The National Archives
Washington 25, D. C.

PHILIP COOLIDGE BROOKS
210 WEST ALEXANDRIA AVENUE
ALEXANDRIA, VIRGINIA

March 2, 1947

Miss Margaret C. Norton
Editor, The American Archivist,
Springfield, Illinois

Dear Miss Norton:

Here is the galley proof on my paper. I've marked what corrections I saw, and they seem remarkably few. Two changes are not the typesetter's fault. For some unaccountable reason the name of a National Archives publication⁽¹⁾ was written wrong in the final typing - "the" for "a" near top of galley 7. And I thought it would be well to add a citation in footnote 14 to the new model state law. Its completion was one thing I missed knowing about by missing the meeting.

The January issue is fine. I continue to be impressed by the variety of interesting material you get into the journal.

Hope this finds you well, & look forward to seeing you at Denver -

Most sincerely
Phil Brooks

March 7, 1947

Dr. Philip C. Brooks
210 West Alexandria Avenue
Alexandria, Virginia.

Dear Dr. Brooks:

Thank you for returning the proofs. I finally sent copy back with my corrections, for I know you are not the type of author who rewrites his paper when he sees it in print. I was anxious to get copy back to the printer so the April issue could come out approximately on time not a month late as was necessary for the January number.

I did take the liberty of making one addition. You omitted the name of one of our honorary members. Re of Italy and I added his name. I should have written you before doing so, but as you may have heard, I have been ill for the past two weeks (just garden variety of flu) and I did not think I could take the time to hold it up to get a reply from you.

The footnote I will take care on on page proof.

Thank you for the words of praise for The American Archivist. I have tried to get more variety of topics but that is not always possible. Printing prices are going up so much that the July and October numbers will have to be very scanty. If you have any suggestions or articles, please send them along.

Sincerely,

MANAGING EDITOR

THE SOCIETY OF AMERICAN ARCHIVISTS

SOLOM J. BUCK, PRESIDENT
THE NATIONAL ARCHIVES
WASHINGTON 25, D. C.

May 9, 1947

ADDRESS COMMUNICATIONS TO:
LESTER J. CAPRON, SECRETARY
P. O. BOX
WILLIAMSBURG, VIRGINIA

Miss Margaret C. Norton
Editor, The American Archivist
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

I do not want to be impatient but I am somewhat curious about separates. Those for my ten year history of the Society which appeared in the April issue have not reached me and I thought I had better let you know in case some slip has arisen in their transmittal.

The variety and presentation of the material in the April issue generally impresses me quite well, as have those of the previous issues under your direction. The illustration is a desirable item. I have heard some questions about one thing: whether or not the article on indexing is really an archival matter. I was glad to hear from Mr. Trever that you have an advertisement for the July issue and hope that a real effort will be made to get more of them.

The material I received from the Illinois Secretary of State on proposed legislation concerning the State Library interested me greatly. I did not write any communication, partly because the material reached me the day before the hearing was to be held, and partly because I did not know the background. Since then I have learned something of your point of view from Karl Trever.

Very cordially


Philip C. Brooks

The National Archives
Washington, D. C.

May 12, 1947

Dr. Philip C. Brooks
The National Archives
Washington 25, D.C.

Dear Dr. Brooks:

Your copies of the history of the Society of American Archivists hasn't been mailed yet because I just haven't had time to do it. I finally got them ready to mail out this week-end but won't get to the post office with them until tomorrow. For the past three weeks I have felt like a squirrel in a cage, going round and round on a treadmill without being able either to stop or to accomplish anything.

In the first place, I have had my apartment torn up for nearly three weeks with decorators, and I seemed to spend all my evenings moving things from one spot to another to get out of their way. In the second place, I was called upon to do the legal research on the fight against taking the State Library (and the archives) out of the Secretary of State's office. I dug up a lot of material, even decisions which would show that the archives cannot be taken, but the powers that be have chosen to fight it out on political lines. The State Library has got tangled up in Illinois Library Association politics and they got this bill drafted. Of course nothing could have pleased the Republicans more than a chance to grab patronage from our Democratic Secretary of State, so I suppose we will go.

I don't anticipate that the chance will cost my own job, but it will bring all sorts of headaches even worse than those I have now. I suppose the sensible thing is for me to try to stick it out for four more years when I will become eligible to the minimum age State pension. I have served enough now so that in four more years I could get some anyhow. Don't look to Illinois for leadership in the profession again whichever way things swing. No, I am not downhearted - just "regusted" with the whole thing. I haven't decided yet whether or not to take the federal archives exam, but don't be surprised if you hear I have. I don't suppose I would have much chance without veterans' rating.

Thanks for the Senate Debate material. On account of this upset I only got The American Archivist ready for press this week-end, so I pulled out another article and put that in. As you say, it is timely. Many thanks. That is just the sort of thing we want.

Your comment on the Indexing article is what I anticipated when I put it in. Perhaps this illustrates one of the differences between the state archivist and the archivists at Washington. Of course, indexing historical material is not archives work, but there isn't a week that someone doesn't come into my office and ask for help in doing an index - sometimes of a state report, more often some patron. And there just isn't anything to give them for a guide, except that old New York State bulletin. Therefore, I decided to stretch a point and insert this as an aid to archivists who have the same problem to meet.

We could get advertisements for The American Archivist. I am sure, if we could find someone to take over the task of soliciting them. The fact that the Denver and Rio Grande Railroad responded to what was only a casual and half-hearted suggestion on my part, shows that. I think we could do topical advertisements in a way that would appeal to our advertisers - for instance, in one number invite all the microfilm companies to advertise their equipment; another time to have the filing bureaus advertise; another time to solicit ads on certain types of commercial filing equipment, and still another time to advertise the types of containers used by most archivists, namely boxes. The program would have to be thought out and presented to the manufacturers but I think they would respond. It looks so far as if I shall have to do the work if it is to be done, because so far I haven't found anyone both willing and capable of undertaking the task. The way both home and office burdens are piling up on me, I do not see how I can undertake an ounce more work - in fact, I am finding the editorial work too much of a drain on my vitality, though I am going through with it to the end of my term - that is, if you folks want me.

This is a pessimistic letter, isn't it? Actually I am not depressed despite the tone of this.

Sincerely,

Editor

February 10, 1947

Mr. Harold J. Bachmann
George Banta Publishing Co.
Menasha, Wisconsin.

Dear Mr. Bachmann:

Please send galley proof for his article in the
April number to

Mr. Robert Claus
Archives -C-65
United Nations
Lake Success, Nassau Co.
New York.

The original manuscript and a second galley proof for
the entire issue is to be sent to me, as in the case
of the January issue.

Sincerely,

MANAGING EDITOR

February 10, 1947

Dr. Robert Claus
Archives -C-65
United Nations
Lake Success, Nassau Co.
New York.

Dear Dr. Claus:

Your paper on the United Nations Archives, read before the December meeting of the American Historical Association is being published in the April issue of The American Archivist. Galley proof will be sent to you, for your correction. As it takes a good two months to see annu-
ber through the press these days, I am requesting con-
tributors to get their proof back to me as soon as possible, preferably within a week.

As you know, we send twenty-five copies of their arti-
cles to each of you. If you want more, you may order
them direct from the publisher, the George Banta Pub-
lishing Company, Menasha, Wisconsin. Prices vary with
the number and covers used.

We appreciate very much your permitting us to print your
article. It is a good follow-up for the article by
Mr. Dougall in the January issue.

I was sorry that your new duties prevented you from attend-
ing the Washington meeting of the Society of American
Archivists. It has been so long since we of the hinterland
have had an opportunity to see the old crowd from the
National Archives that I, for one, hated to miss any of
you. I hope you are enjoying your work with the United
Nations despite the overwhelming amount of detail which
must mean overlong and anxious hours.

Sincerely,

MANAGING EDITOR

UNITED NATIONS



NATIONS UNIES

LAKE SUCCESS, NEW YORK • FIELDSTONE 7-1100

REFERENCE: 309-100-1:RC

25 February 1947

Miss Margaret C. Norton
Managing Editor, The American Archivist
Archives Department
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

I am returning herewith the corrected proof of my paper on the United Nations Archives.

I found only two typographical errors, plus one factual mistake of my own that was called to my attention by Mr. Dougall's excellent article. I am embarrassed about that one, but hope it can be corrected.

The American Archivist has been of particular interest to me in recent months, since it has served as a useful source of information on many aspects of archives administration with which I had previously had little contact - such as indexing motion pictures, for example. I should say, too, that I have found the recent issues under your direction especially interesting. Of course the January issue has been read by all of the staff here.

Sincerely yours,

A handwritten signature in cursive script that reads "Robert Claus".

Robert Claus
Acting Archivist

Encl.

UNITED NATIONS



NATIONS UNIES

LAKE SUCCESS, NEW YORK • FIELDSTONE 7-1100

REFERENCE: 313-5-1:RG

17 June 1947

Miss Margaret C. Norton
Managing Editor, The American Archivist
Archives Department
Illinois State Library
Springfield, Illinois

My dear Miss Norton:

The staff of the Index Unit of the United Nations Archives has been particularly interested in Miss Bertha Josephson's article on "Indexing" in the April issue of The American Archivist. No handbook or manual of indexing that is adequate for our needs has yet been prepared in the UN, and Miss Josephson's article is of great value as a statement of American practices.

Mme. Henriette Hartmann, Supervisor of the unit, has asked me whether we might obtain one or two copies for office use. I am not sure whether to address my request to you or to Miss Josephson, but perhaps you will be kind enough to let me know if they can be obtained. Of course I shall be glad to pay any costs.

I hope to be able to meet you at Denver in the fall. My own plans are not settled, but I should very much like to attend.

Very truly yours,

A handwritten signature in cursive script that reads "Robert Claus".

Robert Claus, Chief
Archives Section

June 26. 1947

Dr. Robert Claus, Chief
Archives Section
United Nations
Lake Success, New York.

Dear Dr. Claus:

Bertha Josephson, the author of the article on indexing in the April issue of the American Archivist had a number of reprints made, and I presume she will be glad to send you all you need. That would be better than for me to send you sample issue from our limited reserve stock. Her address is 10 Seventeenth Ave., Columbus, Ohio.

I am glad you are finding this article useful. I received some criticism for printed it because it was not on an archival subject. My reply to that is that every day we archivists are asked for help along those lines and I thought this was the best thing I had found and that if I found it useful, other archivists would also. Your letter confirms that.

Your work must be fascinating but I suppose you have a selling job to get cooperation to make the archives effective. When you get to the place where you can tell us about them, we shall want an article for the American Archivist.

Sincerely,

Managing Editor

March 3, 1947

Mr. Robert Claus
Acting Archivist
United Nations
Lake Success, New York.

Dear Mr. Claus:

Thank you for the prompt return of proof on your article. The corrections have been made in accordance with your suggestions.

I appreciate also your kind words about the American Archivist. There are still many things which I would like to do differently, and particularly there are certain topics which are not dealt with adequately. If all our members were as cooperative as those in the National Archives we would get the results we want, but unfortunately too many of the state people are too modest about their ability to write about their work.

Sincerely,

MANAGING EDITOR

Reference: 309 -100-1:PC

THE UNIVERSITY OF THE STATE OF NEW YORK
THE STATE EDUCATION DEPARTMENT
ALBANY 1

DIVISION OF ARCHIVES AND HISTORY
ALBERT B. COREY, STATE HISTORIAN
DIRECTOR

Dec. 2, 1946.

Miss Margaret J. Norton, Archivist,
Illinois State Library,
Springfield, Ill.

Dear Miss Norton:

I will try to have the material for The American Archivist for you by January 1.

Sincerely,


ALBERT B. COREY,
State Historian

C-D



Parliament Buildings,
Toronto, Ontario,

May 22, 1948.

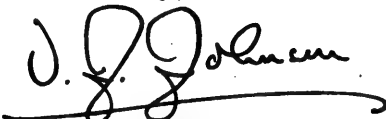
The American Archivist,
450 Ahnaip Street,
MENASHA, Wisconsin, U.S.A.

Dear Sirs:-

In the April 1947 (Vol. X-No.2) issue of your periodical there appears an article under the heading "Indexing". I am interested in knowing whether it is possible to obtain a copy either of this issue or of an off-print of the article itself.

Will you be kind enough to give me what information I should have to procure the above.

Yours truly,



(V. J. Johnson)
Chief Clerk.

VJJ:bf

May 27, 1948

Mr. V.J. Johnson, Chief Clerk
Office of The Legislative Counsel
Parliament Buildings
Toronto, Ontario, Canada.

Dear Mr. Johnson:

A copy of the April 1947 issue of the American Archivist can be purchased from the Secretary of the Society, Dr. Lester J. Cappon, Box 203, Williamsburg, Virginia, for \$1.25. However, since you are interested primarily in the article on indexing, we believe you can probably obtain a copy of the article itself by writing to the author, who was furnished a number of copies. Please address
Miss Bertha Josephson
10 17th Ave.
Columbus, 1, Ohio.

Sincerely,

December 19, 1946

Miss Bertha Josephson
10 17th Ave.
Columbus, 1, Ohio.

Dear Miss Josephson:

Mea culpa! I put your letter with my letters with changed addresses for Christmas cards and forgot that I had not answered it.

Indeed I do want your chapter on indexing - perhaps for the April number, though I do not know for sure what I am going to pick out to publish then. Right now I have quite a few good articles but not enough on what I call technique subjects, so I want to print yours. Please send me a copy, together with the title of your book. Have you done any more on that yet - that is, as to publishing?

One thing that interested me about your until now unanswered letter, was what you said about the conference. I went away from Washington quite distinctly disappointed and blamed myself - though probably I had been to too many conventions and was getting bored. I thought the program sounded like something very fine, but I was distinctly disappointed by many of the papers. I won't say which I liked and which I did not, but it was a relief to have you write that you had had the same reaction. I am distinctly disappointed in the state archivists. I don't think most of them are on their toes.

Next month some time I am to go to Albany as a member of the advisory commission on the New York state archives. As nearly as I can make out, there is a question as to who is to run it - the State Library or the State Historian. I suppose they are to put it up to this commission to decide the issue.

I doubt if I can get away to go the the MVHA meeting in Columbus. I would like to go, for I have missed the meetings for some years. It isn't easy for me to get away for such meetings any more. However, I'll go if I can.

Sincerely,

Dear Miss Norton:

12-22-46

The Christmas delivery brought your letter this afternoon & I have unpacked the chapter on underwear from its dust-gathering file & examined it with a microscopic eye. I find it "not so good."

First of all, my trusted typist of last winter made several bad bones plus incorporating some careless ~~page~~ ^{page} of my own. Then, the wording is still in need of some polishing and improvement & I want to eliminate references (either in text or footnotes to other chapters). As an article it should stand on its own (shall I turn a pen & say on its own ~~finds~~ ^{finds} of its own feet - this is really very feeble one I must say?).

Anyhow, the point is that unless I can find an intelligent typist to retype the pages I shall

Seasons Greetings

and best wishes for the
New Year

have to do the chore myself & I am personally not so "let" as a typist. But if I have to I can do it.

My standards are far superior to the skill or speed of my fingers, so if you will have patience I will try to oblige. What is your deadline for April? I appreciate the importance of meeting deadlines & will cooperate. But tell me how much time I can have between making up payrolls & Xmas bones & doing copyling plumbers & furniture - men & doing some writing of a

non-historical nature (that's a deep dark secret), not to mention cleaning off the snow from icy walks (my student who lives in the basement is gone for the next 2 weeks & it would snow after he left!) & washing dishes & other such menial chores. But I do want to get the chapter ready & if you'll tell me when I'll try my darndest.

Finished the Accounting Course with a grade of B (tho, I wouldn't have rated myself that high at all) I am now debating whether to say yes to the English Dept. - they want me to teach next spring or summer & tho at first I said no, I'm beginning to weaken & get rather homesick for academic circles once more.

Season's greetings!

B.D.

P.S. One more question - will you want the list of abbreviations commonly used in historical indexes (10 pages double spaced) which is now part of the appendix of my proposed volume?



16 - 17th Ave., Colo. 1, O.
1-5-47

The Ohio State Archaeological
and Historical Society

Dear Miss Norton:

Although I have had no reply to my letter of 2 weeks ago I am assuming that it is only pangs of duties that has kept you from writing and that you are well and so is your mother.

After considerable effort I have managed to make a typed copy of the chapter for you. I hope I have caught all errors and mis-typings. It is more difficult to proof-read one's own composition than that of a stranger. I am also enclosing the list of abbreviations which you may use or not, just as you like. If not, some change will have to be made in footnotes.

I do hope you have not followed the policy of your predecessor in re the sending of proof to contributors. After considerable persuasion Pease did send me proof on my article on the Improvement of Historical Societies but the report of Indianapolis meeting I did not see in printed form until I received the copy of the magazine. Although I fully appreciate the problems of an editor, I do not think it is desirable to print an article without first giving the author an opportunity for a last glance in print-proof. Especially when the author promises prompt return of copy as I always do and continue to try to do.

With best wishes for a happy new year. I am,
Cordially,

Benton E. Johnson

January 8, 1946

Miss Bertha E. Josephson
10 17th Ave.
Columbus 1, Ohio.

Dear Miss Josephson:

Copy for your chapter on Indexing came today and I hasten to acknowledge receipt. The only letter I have had from you in recent weeks was your Christmas note, and I did answer that. If there are missing notes to be filled in, please let me know.

So far I haven't had time to look through the index for any editorial questions. I think the first note should be explanatory of why I am publishing this particular chapter - namely, that archivists are frequently called upon for advice and aid in making indexes of historical writings, and there is really no manual to which we can refer them. Hence we are offering this. What do you think of that idea?

Yes, you may have proof to read. The Council instructed me to have it sent to all contributors. I didn't do it for all for the January issue because that is going to be at least a month late getting out because people had to have more time for getting in copy just after the meeting. Beginning with the April issue I am sending proof, but if it doesn't get back in a week, well, it will just have to ride along to the page proof. I still think I am going to publish your article in the April issue. Many thanks for letting us have it.

Sincerely,

MANAGING EDITOR

RECEIVED

JAN 15 1947

ILLINOIS STATE LIBRARY-A



SAVE THE EASY WAY
BUY U.S. PAYROLL



THIS SIDE OF CARD IS FOR ADDRESS

Miss Margaret C. Norton
Editor, American Archivist
Illinois State Library
Springfield, Illinois

~~THE MISSISSIPPI VALLEY HISTORICAL REVIEW~~

~~GRADUATE SCHOOL~~

~~WESTERN RESERVE UNIVERSITY~~

1-12-47

~~The managing editor begs to acknowledge, with thanks,~~

Dear Miss Norton:

Thank you for your letter of Jan. 8. My first letter contained little of importance except a question as to whether you wanted the list of abbreviations but since I found extra copies I did not have to retyp. I sent you the rest anyhow.

As for the introductory note I leave that to your editorial judgment. Proof will receive my prompt attention, I promise. Cordially,
B. Josephson

~~ABBREVIATIONS~~
ABBREVIATIONS COMMONLY USED IN HISTORICAL INDEXES

Argentina, Brazil and
 Chile.....A.B.C. Countries

abridged.....abr.

Air Corps.....A. C.

academic.....acad.

academy.....acad.

account.....acct.

adjutant.....adjt.

administration.....admin.

administrative.....admin.

administrator.....admr.

advertisement.....advt.

agent.....agt.

agreement.....agree.

agricultural.....agric.

agriculture..... "

amendment.....amend.

America.....Am.

American,..... "

americanization.....americaniz.

amount.....amt.

ancient.....anc.

annexation.....annex.

anniversary.....anniv.

annotated.....annot.

annual.....ann.

anonymous.....anon.

anthropological.....anthrop.

anthropology..... "

antiquerian.....antiq.

antiquity..... "

appendix.....app.

appointed.....appt.

appointment..... "

architecture.....archit.

archaeological.....arch.

archaeology..... "

archeology..... "

Argentine.....Arg.

Arizona.....Ariz.

Arkansas.....Ark.

article.....art.

assistant.....asst.

associate.....assoc.

association.....assoc.

attorney.....atty.

Attorney-General.....Atty.-Gen.

August.....Aug.

autobiographical.....autobiog.

autobiography..... "

avenue.....ave.

Balance.....bal.

banking.....	bkg.	capitel.....	cap.
Baptist.....	Bapt.	Captain.....	Capt.
bibliographer.....	bibliog.	catalogue.....	catel.
bibliographical.....	"	cathedral.....	cathed.
bibliography.....	"	Catholic.....	Cath.
biographer.....	biog.	cavalry.....	csv.
biographical.....	"	celebrated.....	celeb.
biography.....	"	celebration.....	"
biological.....	"	centennial.....	cent.
biologist.....	"	century.....	"
biology.....	"	certificate.....	certif.
book.....	bk.	chairman.....	chman.
boulevard.....	blvd.	chapter.....	chap.
Britain.....	Brit.	Charles.....	Chas.
British.....	"	chemistry.....	chem.
Britannica.....	"	Chinese.....	Chin.
brothers.....	bros.	chronological.....	chron.
building.....	bldg.	civilization.....	civiliz.
Bulgaria.....	Bulg.	classification.....	classif.
bulletin.....	bull.	clerk.....	clk.
bureau.....	bu.	co-author.....	co-auth.
		co-editor.....	co-ed.
calender.....	cal.	collaboration.....	collab.
California.....	Calif.	collaborator.....	"
campaign.....	camp.	collection.....	coll.
Canada.....	Can.	Colonel.....	Col.
Canadian.....	"	colonial.....	col.
Canal Zone.....	C. Z.	colonization.....	coloniz.
candidste.....	cand.	commission.....	comm.

commissioner.....comm.
 committee.....com.
 communication.....communic.
 company.....co.
 compilation.....compil.
 compiled.....comp.
 compiler....."
 compromise....."
 confederacy.....confed.
 confederate....."
 conference.....conf.
 congress.....cong.
 congressional....."
 conspire.....conspir.
 constitution.....const.
 constitutional....."
 contemporary.....contemp.
 continued.....contd.
 contribution.....contrib.
 contributor....."
 convention.....conv.
 correspondence.....corresp.
 county.....co.
 court.....ct.
 cyclopedia.....cyclop.
 December.....Dec.
 Delaware.....DEL,

democrat.....dem.
 democratic....."
 Denmark.....Den.
 department.....dept.
 description.....descrip.
 development.....develop.
 dictionary.....dict.
 diplomacy.....diplom.
 diplomatic....."
 distribution.....distrib.
 district.....dist.
 division.....div.
 doctor.....dr.
 document.....doc.
 documentary....."
 dominion.....dom.
 dozen.....doz.
 duplicate.....dup.
 east.....E.
 economic.....econ.
 economies....."
 Ecuador.....Ecu.
 edition.....edit.
 edited.....ed.
 editor....."
 education.....edu.
 educational....."

election.....elec.	extension.....ext.
elementary.....elem.	
emperor.....emp.	February.....Feb.
empire..... "	federal.....fed.
encyclopedia.....encyclap.	federation..... "
endowment.....endow.	feminine.....fem.
engineering.....engin.	fiction.....fic.
England.....Eng.	figure.....fig.
English..... "	financial.....finan.
entomology.....entom.	folio.....fol.
Episcopal.....Episcop.	foreign.....for.
Episcopalian..... "	formation.....form.
especially.....espec.	forming..... "
establish.....estab.	fort.....ft.
established..... "	foundation.....found.
establishment..... "	founding..... "
ethnographical.....ethnog.	France..... Fr.
ethnography..... "	French..... "
ethnological.....ethnol.	fraudulent.....fraud.
ethnology..... "	Friday.... Fri.
European.....Europ.	
examination.....exam.	gallon.....gal.
executive.....exec.	genealogical.....geneal.
expansion.....expan.	genealogy..... "
expedition.....exped.	general.....gen.
explanation.....explan.	geographical.....geog.
exploration.....explor.	geographer..... "
exportation.....export.	geography..... "

geological.....geol.	height.....height
geologist..... "	Hungarian.....Hung.
geology..... "	
geometrical.....geom.	<u>ibidem</u> <u>ibid.</u>
geometrist..... "	Idaho.....Id.
geometry..... "	Illinois.....Ill.
German.....Ger.	illustrating.....illustr.
Germany..... "	immigrant.....immig.
government.....govt.	immigration..... "
governmental..... "	incorporated.....inc.
governor.....Gov.	independence.....indep.
grammar.....gram.	independent..... "
great.....gt.	Indiana.....Ind.
Greek.....Gr.	industrial.....indus.
guarantee.....guar.	industry. "
	infantry.....inf.
headquarters.....hdqns.	influence.....infl.
Hebrew.....Heb.	information.....inform.
historian.....hist.	institution.....inst.
historics.....>"	instructor.....instruc.
historical..... "	instruction..... "
history..... "	insurrection.....insurr.
historiography.....historiog.	Intelligence Quotient.....I.Q.
honorable.....hon.	international.....internatl.
horticulture.....hort.	introduction.....intro.
hospital.....hosp.	introductory..... "
House of Representatives	inventory.....inv.
.....H. R.	investigation.....investig.
hours.....hrs.	

Iowa.....Ia.	Lithuania (or Lithuanian)..Lith.
Ireland.....Ire.	<u>loco citato</u> <u>loc. cit.</u>
Italian.....Ital.	Louisiana.....La.
italics.....itals.	luncheon.....lunch.
January.....Jan.	Lutheran.....Luth.
Japan.....Jap.	Madame.....Mme.
Japanese..... "	Mademoiselle.....Mlle.
Jeremiah.....Jer.	magazine.....mag.
joint.....jt.	Maine.....Me.
Joseph.....Jos.	major.....maj.
journal.....jour.	manager.....mgr.
junior.....jr.	manufacture.....mfr.
jurisprudence.....juris.	manufacturer..... "
juvenile.....juv.	manufacturing.....mfg.
Kentucky.....Ky.	maritime.....mar.
laboratory.....lab.	Massachusetts.....Mass.
Labrador.....Labra.	mathematics.....math.
language.....lang.	manuscript (s).....MS.(S)
legislate.....legis.	Merch.....Mar.
legislation.. .. "	medical.....medic.
legislative..... "	Mediterranean.....Medit.
legislature..... "	meeting.....meet.
lieutenant.....lt.	memorandum.....memo.
literary.....lit.	merchandise.....mdse.
literature..... "	Methodism.....Method.
lithography.....lithog.	Methodist..... "
	metropolitan.....metrop.
	metropolis..... "
	Mexican.....Mex.

Mexico.....Mex.
 mile.....mi.
 military.....milit.
 Minnesota.....Minn.
 miscellaneous.....miscell.
 Missouri.....Mo.
 Mister.....Mr.
 Mistress.....Mrs.
 modern.....mod.
 Monday.....Mon.
 monograph.....monog.
 Montana.....Mont.
 mortgage.....mtg.
 mountains.....mts.
 movement.....movt.
 mythology.....myth.

 National.....natl.
 nationalism.....natlism.
 natural.....nat.
 navigation.....navig.
 Nebraska.....Neb.
 negative.....neg.
 Netherlands.....Neth.
 Nevada.....Nev.
 New England.....New Eng.
 New York.....N.Y.
 north.....n.

North Carolina.....N.C.
 North Dakota.....N.D.
 northwest.....n.w.
 Norway.....Nor.
 Norwegian.....Norweg.
 November.....Nov.
 number.....no.

 October.....Oct.
 Oklahoma.....Okla.
 Ontario.....Ont.
 orchestra.....orch.
 ordinance.....ord.
 organization.....organiz.
 origin.....orig.
 original....."
 ornithology.....ornith.
 ounces.....oz.

 package.....pkg.
 packet.....pkt.
 page.....p.
 pages.....pp.
 paleography.....paleog.
 paleontology.....paleont.
 pamphlet.....pamph.
 Panama.....Pan.
 Paraguay.....Para.

parenthesis.....paren.	province.....prov.
Parliament.....parl.	provincial.....provin.
part.....pt.	Prussia.....Prus.
Pennsylvania.....Pa.	psychological.....psych.
period.....per.	psychology..... "
Persia.....Pers.	published.....pub.
Philadelphia.....Phila.	publisher..... "
philosophical.....philos.	publication..... "
philosophy..... "	
physiography.....physiog.	quert.....qt.
plantation.....plant.	quarterly.....quart.
Poland.....Pold.	Quebec.....Que.
political.....pol.	question.....ques.
politics..... "	quotation.....quot.
Porto Rico.....P.R.	
Portugal.....Port.	radical.....rad.
Portuguese..... "	railroad.....R.N.
postscript.....P.S.	railway.....Ry.
preface.....pref.	received.....recd.
preliminary.....prelim.	receipt.....recpt.
preparation.....prep.	reference.....ref.
Presbyterian.....Presbyt.	register.....reg.
president.....pres.	reorganization.....reorganiz.
presidential..... "	reorganize.....reorgan.
principal (or principle).prin.	religion.....relig.
proceedings.....proceeds.	religious..... "
professor.....prof.	report.....rept.
protestant.....prot.	representative.....rep.
	reproduction.....reprod.

republican.....repub.
 resignation.....resign.
 Reverend.....Rev.
 review.....rev.
 reviewed.....revd.
 revolution.....revol.
 revolutionary..... "
 Rhode Island.....R.I.
 Richard.....Rich.
 river.....R.
 roads.....rds.
 Robert.....Rob.
 Roman Catholic.....Rom. Cath.
 rooms.....rms.
 Russia.....Rus.

 saint.....st.
 saints.....sts.
 Samuel.....Saml.
 Saturday.....Sat.
 science.....sci.
 scientific....."
 Scotland.....Scot.
 sculpture.....sculp.
 sergeant.....sergt.
 secretary.....sec.
 selected.....sel.
 selection..... "

senate.....sen.
 senior.....sr.
 September.....Sept.
 series.....ser.
 sermon.....serm.
 session.....sess.
 shipment.....shpt.
 Sicily.....Sic.
 significance.....signif.
 society.....soc.
 sociological.....sociol.
 sociology..... "
 south.....s.
 South Africa.....S. Afr.
 southwest.....s.w.
 South America.....S. Am.
 Spain.....Sp.
 Spanish..... "
 speculation.....specul.
 statistical.....statis.
 statistics..... "
 steamship.....s.s.
 subject.....subj.
 Sunday.....Sun.
 superintendent.....supt.
 supplement.....supp.
 surgeon.....surg.
 Sweden.....Swed.

Swedish.....Swed.
 Switzerland.....Switz.
 technological.....technol.
 technology....."
 telegram.....teleg.
 telegraph....."
 Tennessee.....Tenn.
 temporary.....temp.
 territorial.....terr.
 territory....."
 Territory of Hawaii....T.H.
 testament.....test.
 Teutonic.....Teut.
 Texas.....Tex.
 Texan....."
 theological.....theol.
 theology...."
 Thursday.....Thurs.
 Timothy.....Tim.
 topography.....topog.
 transactions.....transacs.
 translated.....tr.
 translation....."
 translator....."
 transportation.....transport.
 gravel.....trav.
 treasurer.....tress.
 treasury....."

Tuesday.....Tues.
 unconstitutional.....unconst.
 Union of South Africa...U. S. Af.
 unitarian.....unit.
 United States.....U.S.
 Utah.....Ut.
 university.....univ.
 valley.....val.
 Venezuela.....Venez.
 volume.....vol.
 Wednesday.....Wed.
 week.....wk.
 west.....W.
 West Indies.....W. Indies
 West Virginia.....W. Vg.
 William.....Wm.
 Wisconsin.....Wis.
 Wyoming.....Wyo.
 Christmas.....Xmas
 Christian.....Xtian
 year.....yr.
 yearbook.....yrbk.
 zoological.....zool.

Alphabetical abbreviations for government agencies and recognized professional and fraternal societies, are used in the form commonly accepted for said agency or society:

American Historical Association.....A.H.A.

American Federation of Labor.....A.F.L.

Tennessee Valley Authority.....T.V.A.

Young Mens' Christian Association.....Y.M.C.A.

January 30, 1947

Miss Bertha E. Josephson
10 17th Avenue
Columbus 1, Ohio.

Dear Miss Josephson:

Although the January issue is not yet out (page proof went back a week ago, so it should come soon) I am now working on the April issue.

Very reluctantly I am omitting your list of abbreviations, as otherwise I should have to postpone publishing your article on indexing indefinitely, and I feel it is so helpful that it should be issued as soon as possible. If people want your list of abbreviations, let them buy your book, says I. Aside from being useful to our members, I hope this prepublication may help you get a publisher the sooner.

There is one rule which is commonly cited and that is that where you have only one reference, you generally index the subject in both places rather than make a cross-reference. Or don't you hold with that theory? And I wonder if you would care to refer in your footnotes to the chapter on indexing in the University of Chicago Style Manual, or don't you find that useful? Now, please do not feel that you need to pay any attention to either of these suggestions. If you wish to make any corrections you will have time (until February 1st) to make them.

At any rate, you will receive galley proof. May I request you please to return it as soon as you can, within a week of receipt if that is possible?

I am going to Albany, New York next week as one of the advisors on the organization of the New York state archives. At Ohio nobody seems to want the archives, in New York two and perhaps three departments are trying to get control. I suspect we are being invited in in order to stick our necks out, but it will be fun, anyhow.

Sincerely,

MANAGING EDITOR

From the House of
10-17th Ave.
Columbus, Ohio
1-23-47



Miss Margaret C. Norton,
Managing Editor, American Archivist, was a
Illinois State Archives,
State Library,
Springfield, Ill.

Dear Miss Norton:

You are the doctor; if the appendix must come out, out it will come. Actually, I am a bit relieved about the solution. I did not want to give too much of the material in this article and yet felt a bit guilty about denying the prospective readers the use of the abbreviations. Too often I find myself being over-generous to my own detriment and it is, therefore, easier to have you omit it than to have done so myself.

As for your two queries. I thought I had answered the problem of only one reference in the section on page 18 (Section 40). Perhaps it would make it even clearer if the phrase "each of" were inserted so that the sentence would read, "It is safe to assume that where there are but one or a very few entries under any heading from which cross-references would be made, it might be more advisable to make the entry in full under each of the appropriate headings rather than to cross-reference."

I have no quarrel with the Chicago Style Manual except that it is far too general and that it's prime interest is to be helpful to printers rather than to authors and editors. When I was preparing the General Index to the Miss. Valley Hist. Review I found it almost nil in helpfulness.

(Over please)

February 2, 1947

Miss Bertha E. Josephson
10 17th Avenue
Columbus 1, Ohio.

Dear Miss Josephson:

The April issue is goin to press today, with your article in it. I found your paragraph on cross references after you pointed it out to me. I did add the words you suggested, though you had made yourself clear. I had just missed it somehow.

Galley proof is to be sent to you, and I would appreciate it if you could return copy to me within a week of receipt.

Did you do the index for the Mississippi Valley Historical Review - the consolidated one, I mean? If so, how long did it take you? The Council wants a ten year index for The American Archivist and it begins to look as if I might have to do it, though I don't see how I can on top of the other work. I would appreciate your experiences. How much would you think we would be likely to have to pay if we have to hire it done?

Sincerely,

MANAGING EDITOR

Miss Margaret C. Norton,
Editor, American Archivist,
Illinois State Archives,
Illinois State Library,
Springfield, Ill.

Dear Miss Norton:

When I came home yesterday evening I found the galley of my article on indexing awaiting me. I have gone through the copy and I hope I have caught all the errors that need catching. It is very good proof. Only the Torch Press of Cedar Rapids can do as well if not better and you are fortunate in dealing with a good printing house.

No doubt you will in your own handling of the proof, find the mechanical errors I have noted but I will call them to your attention anyhow along with a few corrections of my own.

In galley 10 the word now spelled "tack" should be task. In the same galley, footnote 3, the page to be supplied in page proof will be the one on which paragraphs 40 and 41 appear.

In galley 11, paragraph 3, the second sentence should read: "For example, do not make one entry Roman" and not "for not make." This was a typographical error on my part.

In the same galley, paragraph 10, the word "heading" should be lower cased.

Galley 12, line 1, For example should be italicized.

Same galley, under Examples: there should be a semicolon instead of a colon following the numeral 15.

Same galley, paragraph 10, I have decided to omit the third example: United States of Columbia, and retain just two examples for that particular point.

Galley 14, paragraph 29, the comma after Jones in "Smith, Jones and, see Jones and Smith," should be deleted.

Same galley, paragraph 31, "work" is misspelled and the word "where" following it has been omitted. Please correct.

Galley 15, under Examples at top of galley, please run the second and third lines into a single line reading:

"Advancement of Science, American Assoc. for, see"

Same galley, paragraph 37, an "e" has been omitted from the word "Committee" in one instance.

(over please)

Same galley, paragraph 39, example on Grant should read, "Grant, Gen. U.S. (schooner)." This was another one of my typographical errors which I should have caught earlier.

Galley 16, paragraph 45, the word immediately preceding indication for footnote 8 should be "pages" not "page."

Same galley, footnote 8, please insert a comma in third sentence after "slips" and in fourth sentence after "and."

Same galley, footnote 10, I would like to change the last sentence to read: "The only other published work of any value which has come to the attention of the writer is the bulletin," etc. This is less didactic than its former wording and gives me an out in case there may be something which I should have read but haven't. I believe I have covered the field pretty thoroughly but one can always be mistaken and I would hate to be confronted with damning evidence of oversight.

I am a bit concerned about the "chapter-like" character of my article. Usually, while doing editing of my own, I preferred articles to have more of an independent article status, especially in the introduction, but, as you yourself say, you want the readers to realize that there is more than just this one chapter and, therefore, I have done nothing to revise the introduction of the chapter ~~and~~ change its flavor. I hope it will pass muster as it is.

May I, at this time, order 50 reprints of my article? These need not have covers or be repaged, but just the ordinary inexpensive type of reprints, will suffice.

How did it go in New York ^{etc} and was anything constructive accomplished? Herbert Kellar was in town about 10 days ago and I had lunch with him. We discussed sundry matters and thoroughly agreed on one -- that you are doing a corking good job as editor of the American Archivist. Will you be able to make the M.V.H.A. meeting here in April?

We have had a severe February with near zero weather most of the month and some snow and treacherous streets. All of us are enjoying the new home immensely despite certain minor and a few not so minor defects in construction. Business is at a decided lull in Columbus, so much so that I have taken to crocheting place mats and pot holders for a local bazaar during my all too many spare moments. I am also doing a records job on our business records which were in very bad shape.

If there are any other questions concerning my article do not hesitate to let me know. Again, I appreciate your giving me the opportunity of having the article in print.

Sincerely,

Bertha E. Josephson

Bertha E. Josephson

March 2, 1947

Miss Bertha H. Josephson
10 - 17th Ave.
Columbus, Ohio (1)

Dear Miss Josephson:

Thank you for returning the proof so promptly. It was rather fortunate for me that I had farmed out the proof this time, for I have been home for a week with flu. Mother got it first but because she refused to give in she is becoming very weak.

I note that you say you will need 50 reprints. Does that include the 15 copies which we supply you, or 75 copies altogether? I prefer to have contributors make their own arrangements for reprints direct with the publisher. If you write for quotations, address

Mr. Harold J. Bachmann
The George Banta Publishing Co.
Menasha, Wisconsin

There is no possibility, I guess, of my even thinking of getting to Mississippi Valley. I am disappointed because it has been years since I have been able to attend. But from now on, it is going to be impossible for me to leave home. In fact, I cannot even go out evenings any more because too much of a fuss is made; about ten o'clock Mother begins calling all my friends to find out where I am, and the last time was trying to get the police. It just isn't worth it.

The New York situation is a mess. They don't seem to know the score and instead of working on a program they are frantically "defending themselves." We have not made our report yet - must have another meeting again soon - but I do not think they are going to like what we are going to recommend. Naturally, however, I would not want them to know how I feel about it, so just forget that I said what I did. I don't feel equal to retyping this.

Sincerely,

MANAGING EDITOR

From the House of

Sun. March 9, 1947



Josephson

Dear Miss Norton:

I hope this letter finds you fully recovered. I, too, have been having a bout with the same pesky virus. In fact I was already in bed when your letters arrived. On top of my own indisposition mother is just recovering from another type of attack and our cleaning woman is ill. So it's a nice little of fish! I'm able to sit at my desk today but still don't feel quite up to using the typewriter.

I note what you said about your inability to come and go as you please, I can sympathize with you and it must be all the more difficult because you have, heretofore, been so independent and untrammelled. Yet, there are certain situations when one must make the best of circumstances as they are, though at times, it does get one down a bit.

Thanks for the address of the Banta printer. I want only a total of 50 reprints and will make my arrangements accordingly.

I am happy to know that arrangements have been made for the compilation of the index to the Am. Archivist and I am deeply flattered that you have sent the compilers a copy of my article. I hope they will find it useful and if I can be of any further help please tell them I am available for consultation. Personally, I have always been a bit skeptical of assembly-line production of scholarly tools. Perhaps, I am too much of an individualist but some of the UPA attempts were such flops and the best of these had decided shortcomings. Nevertheless, I have high respect for Dr. Posner & I think Trever is quite able. All I can say, therefore, is that I hope the results are satisfactory.

Your remarks about the practicality of specific rules resonates me to the dry matter-of-fact character of my contribution. You see, I began my career by majoring in English and I still have a penchant for literature rather than factual narrative (a sort of feminine prototype of the Ray Stannard Baker-David Graham combination in 9).

We have had remarkably beautiful weather this past week & I hope because I have been shut in during some of the nicest days of the season. My tulips are trying to stick their little noses through the snow and a crocus or two is actually in bloom. I can't wait to plant four o'clocks and zinnias & such. But first to get over these sniffles & aches.

Cordially,

Bertie E. Josephson

18-17 the Ave.

5-13-47.

From the House of



Josephson
Columbus 1, Ohio

Dear Miss Norton:

It was very sweet of you to take the time to answer your congratulatory messages. If you answered them all, that alone must have been quite a chore.

I wish you were able to come to the M.V.H.A. meeting. It was very nice even though I didn't "do" it as thoroughly as I have in former years. I have not been at all well this spring. The attack of the flu I had in March stirred up old troubles with a vengeance. I have had Undulant Fever for 12 years, but of late it has been quite dormant & I thought myself almost recovered but this recent recurrence has been a debilitating one and I am still not up to par.

It took all the strength I could muster to have a hair-cut & manicure & attend some of the meetings. I went to none of the luncheons or dinners because of diet complications. I did have a few close friends out to the house for tea Fri. afternoons &

we enjoyed each others company & conversation. Their oh's & ah's with our discourse gave me a new sense of value and appreciation which had become somewhat dulled after a winter's dust & soot & a spring of fighting floor & ashes.

Findley has been ill & could not come & my other former chief - Arthur Cole - was also unable to come, so in that way the meeting was a disappointment. I heard some very nice compliments about my article, tho I was too weak to stand around I had only to sit in the hotel lobby & old friends & acquaintances clustered about me in numbers.

I have received the reprints but can count only 64 - I ordered 50 & you said I would get 25 additional. I have just written Bachmann at Banta asking whether the 25 were included in this package. So far there has been no line up of publishers asking to print my book but I'm still optimistic.

The Colorado crowd is making big plans for the Acclimatists' meeting next autumn, from what I hear.

Cordially,

Bentley E. Josephson

From the House of

5/22/47



Josephson

Miss Bertha E. Josephson
10 Seventeenth Avenue
Columbus 1, Ohio

Dear Miss Norton:

I have now received the 25 reprints and thank you very much. I hope you didn't have to make them up yourself for I know very well what a chore that is.

We have had nothing but rain all month and still no sign of any let-up. My health is improving however, tho I am still not as peppy as I would like to be.

Hope all is going well with you -

Sincerely,

Bertha E. J.

May 29, 1947

Miss Bertha E. Josephson
10 Seventeenth Avenue
Columbus 1, Ohio.

Dear Miss Josephson:

You got the reprint business strightened out without my help and I hope everything is all right now. I should not have been so slow ordinarily about getting out the 25 copies but I was busy at the office and town up at home for 5 weeks with decorators, so you know I couldn't do the work there.

I am terribly sorry to hear about the recurrence of your old trouble, but hope when (and if) we get warm weather and sunshine once more we will all drop our winter illnesses. I did not get over the complications from my flu until I went East in April.

We are all excited here about the bill now before the General Assembly to reorganize the State Library, taking it away from the Democratic Secretary of State and putting it under the Republican Governor. That move would not be so surprising if it were not for the fact that the Illinois Library Association was the author and sponsor of the bill, and the politicians including the Governor, disclaiming all initiative. You can imagine with what glee the politicians got the request, however. No one seems to know what is back of it all except that Miss Rogers has tread on the toes of people who didn't want their nice ~~seats~~ disturbed. Like all forceful persons she has made enemies, but it seems to me there might be some way of straightening out that situation without a volcanic eruption. The Democrats kept saying the bill might pass the Senate but would die in the House. It passed the Senate on a strictly party vote, but seems a pretty lively corpse in the House. Personally, I think it will pass. I don't know what then, except that we shall be in for some lively times whichever way it goes.

Your friends who admired your house were not just being polite. I think they really liked it. At least, Miss Albright, who stopped here on her way home, raved about how attractive it is. I am glad you are happy in your new home.

Sincerely,

August 7, 1947

Miss Bertha E. Josephson
10 - 17th Ave.
Columbus 1, Ohio.

Dear Bertha:

Thank you for the notations about your review. I will make the changes you request when I send copy to the printer and will send your note to Mr. Wood so he won't tamper with it in proof.

I am also changing the address on your copy of Illinois Libraries, but I warn you that I am written out and expect to be hard pressed for material the next year.

This heat wave has managed to obliterate the good effects of the prolonged cool spring and early summer. My Mother collapsed over the week-end and was taken to the hospital. Like your Mother, she has a dangerous heart condition and must have professional nursing care. The doctor warns me that she may linger on for perhaps a couple of years, or she may go very suddenly. Whatever happens, this will revolutionize my way of living, for I must decide whether to sell my house, build a one room efficiency out at the Lake where I planned to build postwar, or whether to hang on to my present very desirable property which, though it cost less than a bungalow at present prices, must have several thousand dollars worth of new equipment and extensive redecorating before renting the extra apartment again. I had thought I could sell it for enough to give me at least a ten thousand dollar annuity plus enough to build the new home, but I guess the odds are against ever achieving that the way building prices are soaring. We can just make up our minds to stay poor, I guess.

Please tell Mrs. Lindley to tell Dr. Lindley that I am thinking of him and will write just as soon as I can. As she will understand, I have been pretty busy the past week. I am sorry that he is ill and even sorrier that he is low in his spirits. I have seen so many people wait too long to retire then find they cannot adjust themselves to comparative inactivity or else try to take on something like Dr. Lindley did and find it too much for them. I think everyone who has ever known Dr. Lindley has some special reason to love him. I know I do.

Sincerely,

American Archivist

1105 South Second Street
Springfield, Illinois
April 17, 1946

Mr. G. C. Kitching
4 Park Road
Lusaka, Northern Rhodesia,
Africa

*The letter
returned to
Dr. Cappon.*

Dear Mr. Kitching:

Your article on the Records of the Island of St. Helena has been forwarded to me by Doctor Lester J. Cappon, Secretary of the Society of American Archivists. Your article is accepted for publication in an early issue of The American Archivist--perhaps the October 1946 issue.

I understand the limitations that you make that only your bare name and initials may be printed. I am under somewhat the same restrictions here, inasmuch as I cannot sign my name to any letters which go out over the letterhead of the Illinois State Library, of which I am a staff member. This causes all sorts of complications with some of my friends who do not understand this. Our members may wonder also at my not giving more information. However, the article itself establishes you as a person who speaks with authority on this subject.

I am assuming that our Secretary has taken care of the matter of your membership.

Sincerely,

Editor-Elect
THE AMERICAN ARCHIVIST

mcn:lk

90 Secretariat,
Lusaka,
June 2nd, 1946 Northern Rhodesia

Dear Miss Horton,

My warmest thanks for your letter of April 17th. I am glad to think that my short paper will be of some interest to the Society which is fulfilling a most urgent need all over the world. I find the Journal quite admirable and greatly regret that I had to close down all my interests with the outbreak of war in 1939. It is something that I have wanted for years and am now enquiring about back numbers.

The service of others, as you very aptly describe, is full of trials and dangers: if you look in "Gosse, Philip. St Helena 1802-1938" Cassell London, which I expect you have in your library, you will find more about me, but you must not forget this.

You will be interested to hear that I have just been
to Capitan on a vacation and it is this that
has delayed my reply. It is a fine historical
city with attractive and interesting institutions.

I am glad to say that Dr. Cappon is looking
after my membership

With kind regards,

Yours very sincerely,

G. C. Kitching

November 2, 1946

Mr. G.C. Kitching
% Secretariat
Lusaka
Northern Rhodesia, Africa.

Dear Mr. Kitching:

Your letter of June second has gone unanswered altogether too long. You have doubtless by now seen copies of the July and October numbers of The American Archivist and have wondered what happened to our promise to print your very interesting article. Unfortunately, this has been crowded out by other articles which for matters of policy needed to be printed first. I had fully expected to print it in the January issue, but that will have to be devoted largely to the proceedings of the annual meeting of the Society of American Archivists held in Washington a week ago. I am afraid your article will have to be deferred to the April issue, and I will definitely promise you publication then. Your article is, at least to me, very interesting and I want to use it as a feature article.

Since it will be a year from the time you submitted it and since transportation delays will make it impracticable to send proof to you, I wonder if there are any corrections or additions to your notes which should be made before this goes to press. If so, I would appreciate your sending these to me as soon as possible.

We are glad that The American Archivist is proving useful abroad as we are trying to make it helpful for home consumption. I hope to be able to run one article each time from foreign contributors. (Perhaps one shouldn't use the term "foreign" when speaking to an English cousin, but I guess you know what I mean - extraterritorial, perhaps?)

Sincerely,

EDITOR

4 Park Road,
Lusaka,
Northern Rhodesia.

15th December, 1946.

Dear Miss Latimer,

Many thanks indeed for your letter of the 3rd November which reached me on the 11th of this month. What a time the ocean mail takes! I am sending this by air.

Curiously enough I have not had the July Journal, but I have received October which I have found to be profoundly interesting. The "Confederate Records" were quite fascinating, as well as an education, and splendidly compiled. I had no idea at all that there was such a chase to connect up the assassination with the Confederate leaders, which shows how ignorant I am. Then the St. Paul's Records. What marvels of record keeping! I should like to visit their "Soundex," just to see how many Kitching's there are in it. I think most foreign members will find these two articles absorbing, and I do hope that we can have some more of them.

It is a great pleasure to me that the Records of St. Helena will be of use to you. There is no need to send it back to me, but I am enclosing the details of some references that I was unable to complete when I wrote it, and an amendment of a howler in the motto of the E.I. Coy. I shall be quite content if you will attend to the grammar and move the stops about where you think it necessary.

I do wish you every success with the Journal, and I think you should know how impressed your extra-territorial readers are, because I have lent mine to a number of my colleagues.

With kind regards,

Yours sincerely
G.C. Kitching

13
600
78.00
30.00
108.00

ALTERATIONS.

✓ Page 1. Dutch date. I think that I changed 1642 to
~~1632~~ 1633, but I am not sure. Also page 4.

7 ← Page 13. Motto of the East India Company is "Auspicio
Regis et Senatus Angliae." NOT "In Auspicio etc."

~~Page~~ ~~xix~~

Last Page. In "A Complete Establishment List etc. change
date to 1815 and not "1817."

REFERENCES. (to complete)

FOSTER, SIR WILLIAM.

The Acquisition of St. Helena.
English Historical Review..
Vol XXXIV. July 1919.

BOXER, C.R.

The Third Dutch War in the East.
The Mariners Mirror. October 1930

ACKNOWLEDGMENTS.

insert "the late" before the name of
Mr MacPike.

~~XXXXXX~~
~~XXXXXX~~

G.C.K.



ONTARIO
DEPARTMENT OF PUBLIC RECORDS
AND ARCHIVES
TORONTO

May 22, 1947.

The American Archivist,
1105 South Second Street,
Springfield, Illinois.

Dear Sirs:

Thank you very much for the off-
prints of my short article on this Department.

Two interested readers have
expressed the wish that other Provincial Archives
of Canada might also be written up, for there is
much excellent material in several of these
depositories of records, of interest, not only to
Canadians, but also to Americans who form so large
a part of your subscribers.

Yours very truly,

N. M. Chung

Provincial Archivist

EMcC/JJ

Apr 47



ONTARIO
DEPARTMENT OF PUBLIC RECORDS
AND ARCHIVES
TORONTO

November 14, 1946.

Dr. Carl Ludwig Lokke,
Committee on Archival Research,
The National Archives,
Washington (25) D.C.

Dear Dr. Lokke:

Some weeks ago Dr. Talman suggested that an article on the Archives of Ontario might be acceptable for The American Archivist and I seemed the logical person to write it. I am, therefore, enclosing a short account of this Department and the special groups of our material, trying to keep in mind that most of your readers are Americans. I hope this may be of interest to those whose studies have Upper Canada backgrounds.

Yours very truly,

N. M. Chung

Provincial Archivist

EMcC/JJ

November 25, 1946

Miss Helen A. Mc Clung
Provincial Archivist
Toronto, Ontario, Canada.

Dear Miss Mc Clung:

This will acknowledge with thanks your article on "The Department of Public Records and Archives of Ontario" just received through Mr. Carl Lokke, chairman of our Committee on Archival Research.

Your article was very interesting to me, and I am sure will be to our readers, and will be published in an early issue of The American Archivist.

Sincerely,

MANAGING EDITOR

February 2, 1947

Miss Helen A. Mc Clung
Provincial Archivist
Department of Public Records
and Archives
Toronto, Ontario, Canada.

Dear Miss Mc Clung:

The April issue of the American Archivist is going to press today, and will carry your article on the Provincial Archives. I have instructed the printer to send you a copy of the galley proof. May I request you to make corrections on this and to return it to me within a week after receipt if possible?

We furnish authors with twenty-five copies of their articles. The author pays for any additional copies he needs. Will you be wanting additional copies for your own use?

We appreciate your cooperation in writing this article for us. I am sure this will be of interest to all our readers.

Sincerely,

MANAGING EDITOR



ONTARIO
DEPARTMENT OF PUBLIC RECORDS
AND ARCHIVES
TORONTO

February 24, 1947.

Miss Margaret C. Norton,
Managing Editor,
The American Archivist,
Illinois State Library,
Springfield, Illinois,

Dear Miss Norton:

I am enclosing herewith the corrected galley
proof of my article on the Ontario Archives which I hope will
now be satisfactory.

Twenty-five copies of this item will be very
gratefully received - I do not think more will be required.

Yours very truly,

N. M. Chung.

Provincial Archivist

HMcC/JJ

March 3, 1947

Miss Helen A. Mc Clung
Provincial Archivist
Department of Public Records
and Archives
Toronto, Canada.

Dear Miss Mc Clung:

Thank you for your prompt return of galley copy on your article which is appearing in the April 1947 American Archivist.

We are sure that our readers will find this description of your work of great interest.

For many years American archivists thought of the late Dr. James F. Kenney when we thought of archives work in the Dominion of Canada. Now that he is gone, we hope some of the rest of you will also become active in the Society of American Archivists and carry on the traditions of close friendships over the border.

Sincerely,

HOMASINE EDITOR

August 3, 1946

Miss Dorothy K. Taylor
Supervisor of Records
Denver & Rio Grande Western Railroad Co.
Denver 1, Colorado

Dear Miss Taylor:

Mr. Lokke has just sent me the copies of your two documents in relation to the Archives of the Denver & Rio Grande Western Railroad Company.

As I am trying to get copy for the October AMERICAN ARCHIVIST off to the printer this weekend, I have not yet had time to look them over carefully. I suspect we may want to delete some portions and to combine others. If I decide to use some of your illustrations, are the cuts available for us to borrow?

Incidentally, I was unusually well pleased with your review of the two documents published in the July issue of THE AMERICAN ARCHIVIST. It is exactly the type of analytical and critical review that I like.

Sincerely,

Editor

mcn:lk



THE DENVER AND RIO GRANDE WESTERN RAILROAD CO.

WILSON MCCARTHY AND HENRY SWAN, TRUSTEES

DENVER 1, COLORADO

D. K. TAYLOR
SUPERVISOR OF RECORDS

August 7, 1946

Miss Margaret C. Norton, Editor
The American Archivist
Illinois State Library
Springfield, Illinois

Dear Miss Norton,

Your comment in your letter of August 3, on my review of the two Interstate Commerce Commission documents on the destruction of records, was gratefully received. I work with these booklets as my bible continually and consequently appreciate their value and shortcomings, so I could not miss this opportunity to put it in print that others might be stirred to thinking on these angles.

The two documents Mr. Lokke sent you on the Rio Grande Records and Microfilm Procedures were written so that I would have something ready to mail in answer to the many requests received asking questions concerning the two separate projects.

These documents are certainly not in form to be printed, at least together, because of the repetitions and also I think there should be some introduction. However, when you have the time to review them, let me know your opinion and notify if there is anything further you would like from me.

Best regards,

D. K. Taylor
Supervisor of Records

DKT:ni

January 3, 1948

Miss Dorothy K. Taylor
Supervisor of Records
Denver & Rio Grande Western
Railroad
Denver, Colorado.

Dear Miss Taylor:

The arrival of the calendar reminded me of what I had not forgotten, though I may have seemed to do so, namely that I have not yet written you about your article for the April issue of The American Archivist.

I have studied your two pamphlets on records procedure and on microfilm procedure, and I believe these two, with the elimination of a few words such as "See sample attached" and the like, can be published as they stand, since the two have only about 3526 words. In addition I think it might be appropriate to quote, as a sort of appendix, certain practical and unique parts of your section 15. I think we should quote most of p.3, 5, 8, 9 and 10. I wish we could print the forms, but I guess I guess that is impossible, unless we gave the contents in a footnote. What do you think of this proposal? Perhaps this seems like considerable detail, but I recently received a letter from South Africa commenting upon the very practical and detailed description of insurance records by Miss Wolfsberg which appeared recently. However, I will abide by what you recommend, because this is your article, not mine.

It was nice to have seen you though so briefly at the recent meeting. I think your idea of a whole week's meeting with a sightseeing trip included a good one. The American Library Association for a generation or more has held regular post conference trips, and what could be nicer than for congenial professional groups to be together long enough to become really friends. I'll be seeing you!

Sincerely,

MANAGING EDITOR

January 20, 1947

Miss Dorothy K. Taylor
Supervisor of Records
Denver & Rio Grande Western
Railroad
Denver, Colorado.

Dear Miss Taylor:

Although the January issue of The American Archivist is not yet off the press, I am already working on the April number. I have now decided to print only the two narrative accounts of your work, entitled "Records Procedure" and "Microfilm Procedure", but not to try to include any extracts from your Manual Section 15. When I wrote you before I told you I thought I would include some paragraphs, but when I came to study the matter in more detail I thought they would not mean much without the illustrations which accompanied them. In the body of the article as I am printing it I am making only minor changes to make it conform to our style manual (such as writing out certain abbreviations and spelling out some figures), and omitting such phrases as refer the reader to Section 15. You will get galley proof on this anyhow, so you can catch anything you do not like.

May I request you please to return galley proof to me (not to the printer) as soon as possible, within a week of receipt, if you can?

I hope you get a good attendance at the Denver meeting.

Sincerely,

MANAGING EDITOR



THE DENVER AND RIO GRANDE WESTERN RAILROAD CO.

WILSON MCCARTHY AND HENRY SWAN, TRUSTEES

D. K. TAYLOR
SUPERVISOR OF RECORDS

DENVER 1, COLORADO

AIR MAIL

Denver, January 23, 1947


Miss Margaret C. Norton
Managing Editor
Archives Department
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

I am so sorry to have missed answering your letter dated January 3rd, but I just returned to my office after being gone a month.

Your suggestions meet with my approval for the articles to be published in the April Archivist. I do think as much information as possible should be printed.

Thank you and best regards,


Miss D. K. Taylor
Supervisor of Records

DKT:ni

February 7, 1947

Miss Dorothy K. Taylor
Supervisor of Records
Denver and Rio Grande Western Railroad
Denver 1, Colorado.

Dear Miss Taylor:

The April issue is going to press today, including your article. I am sorry I did not have room for the more detailed sections in your manual, but perhaps some of that can be used as a filler article later. Galley proof will be sent to you, and I would appreciate it if you could return the corrected proof to me, if possible, within a week of receipt. I think it is going to be one of the most interesting articles we have published.

Sincerely,

MANAGING EDITOR



THE DENVER AND RIO GRANDE WESTERN RAILROAD CO.

WILSON MCCARTHY AND HENRY SWAN, TRUSTEES

D. K. TAYLOR
SUPERVISOR OF RECORDS

DENVER 1, COLORADO

Denver, February 26, 1947

Miss Margaret C. Norton
Archives Department
Illinois State Library
Springfield, Illinois

Dear Miss Norton,

Enclosed is the galley proof of my article for the April issue of "The Archivist", which I received yesterday.

As you will see there were a few errors in the print, spelling, etc. and I also changed a few words which I felt improved the article. The other changes are bringing the article up to date as figures originally were as of January 1, 1946 and I thought it would be much better to bring them up to January of 1947.

If there are any extra copies of this article, I should appreciate receiving some.

Best regards,

D. K. Taylor
Dorothy K. Taylor
Supervisor of Records

DKT:ni

I need two extra copies of the entire April Issue of "The Archivist" Could you tell me how to get these.

DKT



THE DENVER AND RIO GRANDE WESTERN RAILROAD CO.

WILSON McCARTHY AND HENRY SWAN, TRUSTEES

D. K. TAYLOR
SUPERVISOR OF RECORDS

DENVER 1, COLORADO

Denver, February 26, 1947

Miss Margaret C. Norton
Archives Department
Illinois State Library
Springfield, Illinois

Dear Miss Norton,

The January issue of "The Archivist" was especially interesting, but I was disappointed in the publicity for the 1947 convention in Colorado News Notes. The last sentence, in quotation marks was the important feature and it did not stand out. Many people do not read every word of the small print and my idea was to have a large print block such as:

1947
Vacation + Convention
"See Colorado"

and placed at a few points throughout the book which could not be overlooked. For instance possibly blocked in the center of the blank spaces on pages 2, 50, 70, 92, and 112.

Whether this is permissible, I do not know as I am not a Journalist. However, it is my idea of getting results.

Sincerely yours,

Dorothy K. Taylor
Dorothy K. Taylor
Supervisor of Records

DKT:ni

March 3, 1947

Miss Dorothy K. Taylor
Supervisor of Records
Denver and Rio Grande Western
Railroad Co.
Denver 1, Colorado.

Dear Miss Taylor:

Thank you for the prompt return of the proof. As I was having a bout with the flu at the time the printer sent proof, it was a distinct help to have farmed out the proof. It slows up things somewhat to send proof to the contributors, but things look very different in print from what they do in typewriter script, so most of our contributors like to see their copy.

I am sorry you are disappointed in the publicity spreads so far. I publish the News Notes just as they are sent in by the editor and did not realize you were wanting something different. It is too late to do anything on the April issue, but perhaps we can do something for July. Perhaps we can put a spread on one of the outside covers, but I do not think the Editorial Board would approve using a spread wherever there is a vacant spot. For our contributors we cut up copies of each issue, and they do not like extraneous matter on their reprints. Would the P & RM care to run an ad in the July number? We are accepting ads now at \$25 per page (exclusive of cost of any cuts, which presumably the company would furnish). Send me your ideas and perhaps we can get together. July issue goes to press April first, so we haven't much time.

Sincerely,

MANAGING EDITOR

THE AMERICAN ARCHIVIST

Published Quarterly by the Society of American Archivists
University of Illinois, Sponsor

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Washington 17, D. C.

Managing Editor
~~CHRISTOPHER B. COLEMAN~~
Margaret Norton
Reviews of Books
RICHARD G. WOOD
News Notes
KARL L. TREVER

January 16, 1947

Miss Margaret Norton, Editor
The American Archivist
1105 South Second St.
Springfield, Illinois

My dear Miss Norton:

Here are four reviews for the April issue: Pendell on Bradford County, Beers on the British Transcripts in L. C., and Cutts on two Indian calendars.

When I was in New York for the AHA meeting, I had a chance to meet Dr. Richard Morris of C.C.N.Y. He was of the opinion that the October issue was the best he had ever seen and particularly mentioned the articles on forgery and Lieber. When he stated his belief that more attention should be paid to related fields, I told him you planned to do just that and outlined the general idea of the Bookshelf.

I take this opportunity to acknowledge more volumes of CPA minutes.

Sincerely yours,

Richard G. Wood
Richard G. Wood
Book Review Editor
The American Archivist

RGW:rlw
Encl.

P.S. Edwards on Soc. Science Research Council Bulletin 53. Has just come in and I include that as # 5. rgw

The American Archivist

PUBLISHED QUARTERLY BY THE SOCIETY OF AMERICAN ARCHIVISTS

MARGARET C.
NORTON

Managing Editor

Archives Department
Illinois State Library
Springfield, Illinois

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News Notes

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Technical Committee

GUST SKORDAS

600 Lawrence St. N.E.
Washington 17, D.C.
January 22, 1947

Mrs. Margaret C. Norton
1105 South Second St.
Springfield, Illinois

My dear Mrs. Norton,

To-day the mail brought Mr. West's contribution to the Book Shelf. He has chosen to do it in essay form rather than follow the model of previous issues. I trust this is ok. with you. He has, however, used quotes " " for his titles instead of italics so I'll change those over to conform with more modern usage.

Incidentally he wants the copies, in fact, I have more than the usual run for complimentary copies. Macmillan wants them on the Pasick Chest and Cutts wants "several" on the Indian stuff.

Sincerely yours,
Richard G. Wood

February 3, 1967

Mr. Richard G. Wood
600 Lawrence St., N.E.
Washington 17, D.C.

Dear Mr. Wood:

The April issue went to press today, so any additional reviews you may be sending along now will go into the July issue. I wasn't particularly anxious to get too many reviews this month because I got myself tied up with too many promises to publish articles.

Galley proof will be sent to you for the Reviews section. I don't think we can bother with trying to send proof to all reviewers, but I would like to have you look over the proof, if you will be so kind. May I request you to return proof to me, if possible, within a week of receipt.

The January issue ought to be out by now, but I understand there is a nation-wide strike of addressograph workers in the publishing houses. I don't know whether it has hit Santa or not.

I like the essay form of Bookshelf better than the individual review type. I think the one on paper is the best of all. Many people tell me this bookshelf is the best feature in the magazine.

The matter of copies of reviews for authors thereof is easily managed as I get 5 copies of the Archivist to cut up. Are these requests for April or January reviews - I haven't checked. As you know, I started to send copies to reviewers automatically, then was told it wasn't necessary because Mrs. Hamer is doing it - at least, sending one copy.

Sincerely,

MANAGING EDITOR

~~A Resolution on Archives.~~

~~Pan American Institute of Geography and History~~
~~was created by the American delegate to~~
 The Fourth General Assembly of the Pan American Institute
 of Geography and History, which met at Caracas on August 25 to
 September 1, 1946, ~~gave~~ ^{gave} particular attention to ~~the following~~ ^{the following} paragraph: The Assembly
 A committee of the Third Section ~~of which Dr. Roscoe B. Hill~~
 was the American member ^{drafted} a resolution on archives which
 was incorporated in the Final Act of the Assembly. Moreover,
 the newly created Commission on History of the Institute ^{will have} as
 one of its functions to aid in the conservation, arrangement,
 and use of historic records in the archives of the Americas.
 To accomplish this task the Commission will organize a Committee
 on Archives, which will have its seat in Cuba and will be
 installed by the Directive Council of Archives of that Republic.

The text of the resolution on archives, translated from
 the Spanish, is as follows:

~~XXIX.~~ XXIX. Organization of Archives.

The Fourth General Assembly of the Pan American Institute of
 Geography and History, Resolves

would be polled in the same letter on a proposal to hold an International Congress of Archivists next fall, either in Europe or America, at which the proposed International Council might be perfected.

Interamerican Congress of Archivists, Librarians and Curators of
Museums of the Caribbean Area

"For internal reasons", the ^{Foreign} Ministry of Guatemala "agreed" on October 5, 1946, to postpone the Second Congress of the Interamerican Congress. It is hoped that the plans for holding the Congress can be carried out at a later date.

Pan American Institute of Geography and History [See p. 36-37]



The National Archives

Washington, D. C.

OFFICE OF THE ARCHIVIST

June 2, 1947

Miss Margaret C. Norton
Editor, American Archivist
Archives Division, State Library
Springfield, Illinois

Dear Miss Norton:

I am enclosing proof of "Letter Sent to Archivists of Foreign Countries Concerning the Organization of an International Archives Council" which Dr. Buck turned over to Mr. Trever and me for checking against the original multilith letter. We have found only two errors to be noted, both of them on the front page and the second, a matter of a comma in the footnote, was possibly our error in the first instance.

This was a very good job of typesetting. It will be very convenient for our membership to have this letter appear in the July issue as background for discussion at the Denver meetings.

Yours sincerely,

Oliver W. Holmes
Program Adviser

enclosure



Suggested Title and Footnote.

Letter Sent to Archivists of Foreign Countries Concerning the Organization
of an International Archives Council *

* This letter is being sent by Dr. Solon J. Bucke, Archivist of the United States and President of the Society of American Archivists to about 120 prominent archivists in other countries. It is expected that an analysis of the replies will be presented at the Denver meeting of the Society of American Archivists.

ENDORSEMENT SHEET

Received NA - A

APR 29 1947

Transaction:

FROM	TO	DATE AND ENDORSEMENT
AP	A	<p>4-29-47 Mr. Tamm has suggested that we send a copy of this to Miss Norton for publication in the American Architect if she feels it is appropriate. It would get into the July issue if she has space. Inasmuch as this is SAA business as much as NA business, and general knowledge of the contents of the letter would be good background for any analysis and discussion of the replies at the Denver meeting, I would recommend making it available to her if you have no objection. A footnote against a supplied letter would explain our intention. I am thinking of its being run separately, a not report of the news notes - but that will be for her to decide.</p> <p style="text-align: right;">JWH</p>
A	AP	<p>5-1-47 No objection. In fact, I think it a good idea. The initialed copy herewith might well be used as the record copy for the dossier, with a list of the people to whom sent, of which I would like to receive a copy. JFB</p>

THE SOCIETY OF AMERICAN ARCHIVISTS

SOLOM J. BUCK, PRESIDENT
THE NATIONAL ARCHIVES
WASHINGTON 25, D. C.

19 April 1947

ADDRESS COMMUNICATIONS TO:
LESTER J. CAPPON, SECRETARY
P. O. BOX
WILLIAMSBURG, VIRGINIA

Miss Margaret C. Norton, Editor
The American Archivist
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

I am enclosing herewith my "Directory of State Archival Agencies," which I hope you will find satisfactory for publication in The American Archivist. Here is the lay-out I had in mind in preparing the pages in typewritten form: The introductory explanatory paragraphs (pp. 1-1a) would appear in the magazine on an odd-numbered page. Then will follow the directory on even- and odd-numbered pages, as indicated by my numbering on the typewritten sheets. Thus there would be a spread of four successive double pages containing on each set the ten parallel columns. The width of my columns was determined by the ratio between elite typewriter face and 8-point print on the width of The American Archivist page. I hope I have not miscalculated. The 8-point is large enough for good legibility, and I needed ten columns for my data.

I trust that the five introductory paragraphs can be included on one printed page. If not, perhaps you can do some cutting - in the fourth paragraph this could be easily be done. I hope too that the table will not raise any complicated problems on typesetting and thus increase the cost to any great extent.

I shall be pleased if the directory can be included in the July issue. If I should get replies from the two delinquent states of Kentucky and Utah, perhaps a few words could be inserted in the galley proof.

With kind regards,

Sincerely yours,


Lester J. Cappon
Secretary

B ref aperçu sur les Archives des Trois-Rivières

En limitant le champ de nos investigations à la période ^{qui} va de 1634, année de la fondation des Trois-Rivières, à l'année 1700, les archives conservées au Palais de Justice des Trois-Rivières peuvent être classées en trois catégories:-

- a)- Les registres d'état civil
- b)- Les registres d'audian~~ces~~ et d'insinuation
- c)- Les greffes des notaires.

a)- Les registres d'état civil

Une copie des actes de baptêmes, mariages et sépultures dressés par les missionnaires et les curés résidents des paroisses a été versée au greffe d'état civil. L'original est conservé dans les paroisses concernées. Au Palais de Justice des Trois-Rivières on conserve des copies des actes de catholicité ou d'état civil passés avant 1700 aux Trois-Rivières, au Cap de la Madeleine, à Champlain, Batiscan et Sainte-Anne de la Pérade.

Ces actes sont fort incomplets, tant dans les archives des paroisses qu'au greffe des Trois-Rivières. Le registre des baptêmes, mariages et sépultures de la ville des Trois-Rivières commence en 1634. L'original est conservé à l'Evêché des Trois-Rivières, et passe pour être un des plus anciens ^{des} ~~conservés depuis~~ les débuts de la colonie; quelques-uns même affirment qu'il est le plus âgé. Les actes d'état civil des Trois-Rivières semblent complets à partir de l'année 1654. Avant cette date, des registres ont certai-

nement été tenus, mais ils ont été détruits ou perdus. Ainsi, M. Henri Désilets, ex-directeur de la bibliothèque du Barreau des Trois-Rivières, et le R.P. Archange Godbout, o.f.m., ont pu relever plus de vingt-cinq mariages de Trifluviens avant 1654, et les noms n'apparaissent pas dans les registres. Or, on est convaincu que ces mariages n'ont pu avoir lieu qu'aux Trois-Rivières.

Les premiers registres du Cap de la Madeleine ont été perdus. On a retrouvé à Québec une série d'actes de baptêmes, mariages et sépultures ayant eu lieu au Cap de la Madeleine et couvrant la période de 1673 à 1680. Une copie de ces actes a été versée au greffe des Trois-Rivières. Les premiers actes au Cap de la Madeleine semblent avoir été inscrits dès 1660.

Les registres d'état civil à Champlain ont débuté au moins en ~~1665~~ 1669, et peut-être en 1665, année de la fondation de la paroisse. On a retrouvé un acte datant de 1669. Mais les registres actuellement conservés débutent en 1679. Batiscan et Sainte-Anne de la Pérade débutent avec l'année 1681. Avant cette année les actes étaient tenus par des missionnaires ambulants. Ce qui veut dire qu'il est impossible de vérifier exactement la date de certaines sépultures de colons et d'enfants, de 1666 à 1681.

Les actes d'état civil des paroisses sus-mentionnés ont passablement souffert et quelques-uns sont d'une manipulation difficile et d'une lecture laborieuse. Le programme envisagé pour la conservation de nos archives, et dont nous parlerons plus loin, s'est jusqu'ici particulièrement limité aux actes des notaires. Mais il faudra que le même travail soit entrepris

pour les registres d'état civil. En attendant, ces registres ont été placés dans des boîtes en métal et classées par ordre chronologique. Une attention particulière a été portée aux plus anciens documents pour empêcher la détérioration complète. Notons ~~un~~ un autre progrès dans ce domaine: depuis quelques mois, le conservateur des archives, M. Henri Cinq-Mars, N.P., a entrepris la classification par cartes d'index des actes de baptêmes, mariages et sépultures, de façon à faciliter les recherches et empêcher que les documents ne soient inutilement manipulés. Cette précaution prolongera davantage la durée de certaines pièces en voie de détérioration.

b)- Les registres d'audiences et d'insinuation.

Le plus ancien registre d'audience, qui est aussi probablement le premier, date de 1653. Il contient les jugements rendus par Pierre Boucher, alors Lieutenant-général civil et criminel, ainsi que des copies d'ordonnances du gouverneur de Lauzon ayant trait au gouvernement des Trois-Rivières. Ce registre est de la main du notaire Sévérin Ameau, qui remplissait les fonctions de greffier. Signalons en passant qu'il serait temps qu'un spécialiste en la matière transcrive ces documents précieux ~~avant~~ pendant qu'il est encore possible de les lire. La lecture de quelques-uns d'entre eux ~~ne~~ ne pourrait être facilitée que par un procédé chimique.

D'autres cahiers d'ordonnances et de jugements couvrent certaines périodes: 1658-1659; mars 1665-février 1667. Des années complètes manquent, et n'ont pu être retrouvées.

Par contre, le Musée de Québec possède une collection de pièces judiciaires relatives aux Trois-Rivières et intitulée "Prévôté des Trois-Rivières". Cette collection comprend trois recueils couvrant les périodes suivantes: 19 juin 1655-mai 1657; août 1660-février 1665; 1668.

Les registres d'audiances civile et criminelle conservés aux archives judiciaires ne sont donc pas complets. Certaines liasses ont été retrouvées dans des greffes de notaires. Ainsi celui du notaire La Tousche renferme des rapports d'audience ayant trait au fameux procès sur la traite de l'eau de vie au Cap de la Madeleine, en 1666. Un autre cahier renferme les dépositions des témoins et des accusés, ainsi que le texte du jugement rendu en cette circonstance. Ces documents sont extrêmement précieux pour étudier la mentalité et les moeurs de cette époque, particulièrement les relations des coureurs des bois avec les indiens. On trouve dans certaines dépositions de témoins le récit de scènes animées des orgies auxquelles se livraient les indiens ~~par~~ et les indiennes ivres dans les bourgs du Cap de la Madeleine et des Trois-Rivières.

On a pu retracer également, dans des greffes de notaires, des copies de jugements rendus par les juges seigneuriaux dans les seigneuries de Champlain, Batiscan et Ste-Anne de la Pérade. Dans certains cas, ce sont les seuls documents attestant que ces seigneuries possédaient des juges seigneuriaux, aux premières années de leur établissement.

Il est heureux, qu'en raison du peu d'intérêt qu'on a manifesté à l'endroit de ces documents précieux jusqu'à ces dernières années, ils n'aient pas, pour la plupart, trop souffert des injures du temps. Sauf les Audiences de Pierre Boucher de 1653, qui sont devenues pratiquement illisibles pour toutes fins pratiques, les autres cahiers sont d'une lecture relativement facile. La Société d'Histoire Régionale des Trois-Rivières, de concert avec le conservateur des Archives, le Notaire Cinq-Mars, et le protonotaire de la Cour Supérieure, Mtre Adélaré Provencher, a élaboré un programme pour la conservation de ces précieux documents. L'idéal visé est la transcription fidèle de ces feuillets, en plusieurs copies qui pourraient être consultés au lieu des originaux par les personnes intéressés. Les originaux ainsi qu'une copie seraient ensuite déposés en lieu sûr.

Les registres d'insinuation semblent les documents les mieux conservés de cette époque. Sans doute parce qu'ils ont été moins souvent consultés que les autres. Ces registres contiennent les insinuations de nombreux contrats de mariages, donations, testaments, etc,. Ils ont l'avantage de nous avoir conservé quelques contrats perdus ou égarés dans les greffes des notaires. Ainsi, nous avons pu trouver dans un registre d'insinuation que le contrat de mariage de Nicolas Gastineau Sr Duplessis avec Marie Crevier avait été passé au Cap de la Madeleine le 1er avril 1663, par le notaire Laurent du Portail. Or, les actes de ce notaire ultérieurs à 1662 ne se trouvent pas à son greffe et tout indique qu'ils ont été perdus. Nous avons également trouvé que le mariage de Pierre Trottier, pion-

nier de Batiscan, avec Suzanne Migaud, avait été passé par ce même notaire le 18 janvier 1663. Comme on était sous l'impression que le notaire Laurent du Portail avait cessé de pratiquer sa profession de notaire en 1662, ces documents démontrent qu'il pratiquait encore en 1663.

C'est là, croyons-nous, la principale valeur de ces registres d'insinuation. Il est donc heureux qu'ils aient été conservés en bon état. Ajoutons aussi qu'ils offrent parfois l'avantage de donner une transcription lisible de certains actes de notaires, qui sont d'une lecture difficile dans l'original, soit parce que le notaire avait une calligraphie un peu fantaisiste, soit qu'ils n'aient pu résister aux ~~injurements~~ injures du temps.

c)- Les greffes des notaires.

Tous les historiens reconnaissent le grand intérêt historique qu'offre la consultation des actes des notaires trifluviens des premiers temps, conservés aux archives des Trois-Rivières. On y trouve en effet des actes de grande valeur, se rapportant aux grands découvreurs, aux coureurs des bois, aux missionnaires et aux principaux gouverneurs de la colonie.

Avant 1650, les actes notariés des habitants trifluviens étaient rédigés par des notaires de Québec. On conserve ici quelques actes dispersés de ces notaires, soit en originaux, soit en copies collationnées. Mais les principaux greffes d'intérêt général sont ceux des notaires Sévérin Ameau, Jacques de la Tousche, Jean Gussion, François Trotain, Guillaume de la Rue, Daniel Normandin et Michel Roy. Tous ces notaires exercèrent

aux Trois-Rivières ou dans la région avant 1700, et leurs actes sont d'une importance primordiale pour l'histoire trifluvienne. On a conservé également quelques actes d'autres notaires, comme Laurent du Portail, Claude Herlin, Nicolas Gastineau, Boujonnier et Adhémar.

C'est aux actes des notaires que ceux qui se sont intéressés à la conservation des archives trifluviennes ont porté le plus d'attention. Autour de 1925, le conservateur des archives à cette époque, J.B. Meilleur-Barthe, avait commencé un classement sommaire des répertoires et des actes de ces notaires. Il a même publié une brochure renfermant le texte des premiers actes du notaire Trotaïn.

M. Henri Désilets s'est attaché pendant de nombreuses années à déchiffrer et à mettre en ordre le greffe du notaire Sévérin Ameau. M. Désilets a réussi à sauver de la destruction plusieurs actes importants. Il a publié un répertoire complet des actes connus de ce notaire, et a également fait un classement intelligent et méthodique.

A la suite de M. Désilets, M. Henri Cinq-Mars s'est occupé à classer les actes des autres notaires, un par un, de les indexer et d'en faciliter la consultation, en les insérant dans des boîtes de métal, à l'abri de la poussière et de la lumière. Actuellement, tous les actes de trois des plus importants notaires sont classés de cette façon: Ameau, Cusson et La Tousche. Au coin gauche supérieur du pli ou de l'enveloppe, est indiqué un numéro, la date de l'acte, sa nature, le nom des parties et un résumé succinct du contenu,

surtout s'il s'agit d'octroi de concession, vente, échange, donation, etc,. Les numéros correspondent à l'ordre chronologique des actes. Ils permettent l'établissement d'un moyen de contrôle pour empêcher la perte des pièces, et suggèrent aussi la tenue d'un registre dans lequel apparaîtrait la signature du chercheur, la date de sa visite au greffe et la catégorie des documents qu'il a consultés.

Les nombreux documents que nous avons perdus, soit par la négligence à s'y intéresser de façon méthodique, soit par les injures du temps, soit encore parce qu'ils ont été transportés ailleurs lors de la cession de 1763, doivent nous inciter à conserver précieusement le peu qui nous restent et qui peuvent rendre encore de précieux services aux historiens. L'histoire de plusieurs grands découvreurs et coureurs des bois, comme Radisson, Jolliet, Nicolas Perrot, Pepin, etc, ne peut être complète si on ne consulte les greffes des notaires trifluviens et nos registres d'état civil. Nos documents sont utiles également dans d'autres domaines. Ainsi, le R.P. Archange Godbout, o.f.m., a pu, en les consultant, dresser une liste à peu près complète des colons trifluviens, de 1634 à 1650. Un historien américain, Grace Lee Nute, a largement puisé dans nos archives pour retracer, année par année, la vie de Radisson et de des Groseilliers. L'auteur de cet article a pu retracer, grâce aux actes du notaire Michel Roy, tous les premiers colons de Sainte-Anne de la Pérade avant le recensement de 1681, et fixer de façon certaine l'établis-

sement de cette seigneurie à ~~l'année~~ février 1667. De même les greffes du notaire Jacques de la Tousche nous fournit le texte des contrats de concession de tous les premiers colons de Batiscan en 1666.

La Société trifluvienne d'Histoire régionale, dont c'est la tâche de veiller à la conservation de nos archives, espère en arriver à la classification complète et méthodique de tous nos documents conservés aux archives du Palais de Justice des Trois-Rivières. Le conservateur actuel accomplit un travail admirable. Mais il lui faudrait de l'aide pour mener à bonne fin le programme qui a été tracé. Toutefois, il est consolant de constater que, depuis cinq ou six ans surtout, nous avons l'assurance que ce qui reste de nos précieuses archives est l'objet d'un soin attentif.

Raymond Douville.

Président de la Société
trifluvienne d'Histoire Régionale

P.S.- Nous croyons utile de noter, en terminant, que le Séminaire des Trois-Rivières vient d'aménager une vaste salle, à l'épreuve du feu, pour la conservation des archives régionales. Ce Séminaire possède déjà des collections historiques importantes: le fonds Hart, le fonds Montarville Boucher de la Bruère, le fonds Fabien Vanasse, le fonds Dusablon. La Société d'Histoire régionale s'efforce de recueillir, dans les familles privées de la région, les documents familiaux, contrats divers, vieilles photographies, destinés à être déposés à la salle des Archives du Séminaire. Cette salle est aménagée de tables et de bureaux à la disposition des chercheurs.

American Archivist

August 3, 1946

Mr. Raymond Douville
President de la Societe
trifluvienne d'Histoire Regionale
Trois-Rivieres, Quebec, Canada

Dear Mr. Douville:

Thank you very much for your very interesting
article on the archives of the Three Rivers, 1634-
1700.

This article will be published in an early
issue of THE AMERICAN ARCHIVIST--either the January
or April 1947 number--possibly translated into
English.

Sincerely,

Editor

mcn:lk

RAYMOND DOUVILLE

1563 RUE ROYALE
TROIS-RIVIÈRES, P. Q.

August, 7, 1946.

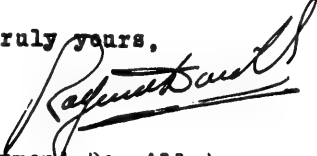
Miss Margaret O. Norton,
Editor, "The American Archivist",
Springfield, Ill.

Dear Miss Norton,

I would be very much interested by receiving a sample copy of "The American Archivist". If there is a charge for that copy, please advise me the cost, I shall mail you a cheque. When I shall know the subscription rates, I'll take a subscription for myself, and possibly one for our Historical Society and one for the Archives Room of the local College.

Concerning my article, I had asked Mr. Lanctot to have it translated by someone of his Department, as my own english is very poor. If you get any trouble with this translation, I think you could get help from Dr. Gabriel Nadeau, Rutland State Sanatorium, Rutland, Mass.

Very truly yours,


(Raymond Douville)

P.S. - I ought to send you, under separate cover, with my compliments, a copy of a recent book I published. -

RD.



THIS SIDE OF CARD IS FOR ADDRESS

Miss Margaret C. Norton
Managing Editor, American Archivist
Archives Department
Illinois State Library
Springfield
Illinois

Minnetonka Beach
Minnesota
August 20, 1946

Dear Miss Norton,

I was on a trip
in Canada when your letter
came. Now I am on Lake
Minnetonka for a month.
I am delighted that Mr. Douin
has submitted an article on
the Three Rivers archives. For my
part, I like to see articles in a
foreign tongue in learned journals,
and I hope ours can be so
called! However, in this case, I
personally want to have know-
ledge of the T. Rivers archives widely
scattered, and so I believe a
translation should be printed,
preferably to accompany the
original article. Couldn't you
put the French in very small
print if saving of space is
an object? I should be happy
to translate the article for you.

Sincerely,

Grace Lee Nute

September 1, 1946

Mr. Raymond Douville
1563 Rue Royale
Trois-Rivieres, P. Que.
Canada.

Dear Mr. Douville:

The fact that I am temporarily without a secretary plus the arrival of galley proof for our October issue has made me delay unpardonably to answer your letter, also to thank you for the copy of your book. I have not yet found time to read it, but, believe it or not, I am very much interested in the subject, though I know altogether too little about the old French seignorial system of Canada.

Dr. Grace Lee Nute of the Minnesota Historical Society has graciously consented to translate your article. It was her enthusiasm over what you have accomplished with the records which first attracted our attention to the possibility of getting you to do the article for us. I rather wanted to run the article in the original French, but my editorial board thinks it better to have all articles in English.

This article may not come out until our April issue, owing to prior commitments on my part.

Sincerely,

EDITOR



National Archives,
War Records Office,
Washington 25, D.C.,
24 April 1947

MISS MARGARET C. NORTON,
Editor, The American Archivist,
Archives Department,
Illinois State Library,
Springfield, Ill.

Dear Miss Norton:

With respect to your request for material for the magazine, mentioned in your letter of April 11th, I wish to say that I have almost finished two block plan drawings of the archives section of the Dunwoodie Library and Archives in Yonkers, N.Y. I also have had a photograph made on glossy print of a sketch of the perspective of the building. Am also including a two page description, which I have written for it based on information from Dr. O'Connor of the N.Y. Archdiocese.

The drawings, on a single sheet, now measure 14" x 14" and and the photograph of the sketch measures 6" x 10". Perhaps all three could be placed on a single page; and then one or two pages of descriptive matter.

I shall place the material in the mail on Saturday 26 April.

Sincerely yours,



VICTOR GONDOS, JR.
Chairman, Committee on
Archival Bldgs.



The National Archives
Washington, D. C.

WAR RECORDS OFFICE
26 April 1947

MISS MARGARET C. NORTON,
Editor, The American Archivist,
Archives Department,
Illinois State Library,
Springfield, Ill.

Dear Miss Norton:

Enclosed is the promised material for the next issue:

1. Block plans of the archives wing of the "The Archbishop Corrigan Library and the Patrick and Mary McGovern Archives and Museum" of the Archdiocese of New York. I drew these block plans from notes I had made of the set of architectural plans of the firm of Eggers and Higgins, Architects, New York. The notes I had made in course of consultation on the project with Dr. Thomas F. O'Connor who expressed his agreement with the use of the notes for ultimate publication purposes.
2. Photograph of the perspective sketch of the proposed completed building.
3. Suggested layout:
Page A - the perspective sketch and the two plans.
Page B (and C) - text description.

The remainder of the worry as to paper stock, etc. I leave to your expert editorial consideration, and hope that this will prove useful for your purposes.

With cordial regards, I am,

Sincerely,


Victor Gondos, Jr.
Chairman, Committee on
Archival Buildings

P.S. Please return the plans and photograph
after use.

May 26. 1947

Mr. Victor Gondos, Jr.
Chairman, Committee on
Archival Buildings, SAA
The National Archives
Washington, D.C.

Dear Mr. Gondos:

For several weeks my files for The American Archivist were packed away while I had decorators. I have just discovered, to my chagrin, that I have never acknowledged your letter of April 24th transmitting pictures of and a write up about the New York Arch-diocesan archives. These were received in ample time for the July issue. I think this series of plans and information about new buildings which you inaugurated in the April issue is going to prove interesting to present-day archivists and historically valuable, and I am glad you are planning to continue the series indefinitely. The copies will be returned to you as soon as the printer is through with them.

Sincerely.

MANAGING EDITOR

CAPTAIN VICTOR GONDOS, JR.
WAR RECORDS OFFICE
NATIONAL ARCHIVES
WASHINGTON, D. C.

12 June 1947

MARGARET C. NORTON,
Managing Editor,
The American Archivist,
Illinois State Library,
Springfield, Ill.

Dear Miss Norton:

This is to acknowledge with thanks your reply of 26 May to mine of 24 April with respect to the plans and description of the New York Archdiocesan Archives for the July issue of The American Archivist.

I would like to get some extra copies of the published material so I hope you keep me in mind in that regard.

If you wish, we can continue the series in the October issue with similar material on the projected Vermont State Archives Department. One of the members of the firm of architects on this job had consulted with me about these plans several years ago.

With best wishes, I am,

A handwritten signature in dark ink, reading "Victor Gondos Jr." in a cursive style.

June 19, 1947

Captain Victor Gondos, Jr.
War Records Office
The National Archives
Washington 25, D.C.

Dear Mr. Gondos:

Enclosed are the plans and the photograph of the Archdiocesan Archives of New York. They look a little the worse for the wear, despite the fact that I warned that you wanted them back. I am sorry. We could not get these satisfactorily on one page, so are printing them on two glossy pages as the frontispiece.

I certainly do want to continue the series and would be glad to publish the plans for the Vermont building in the October issue.

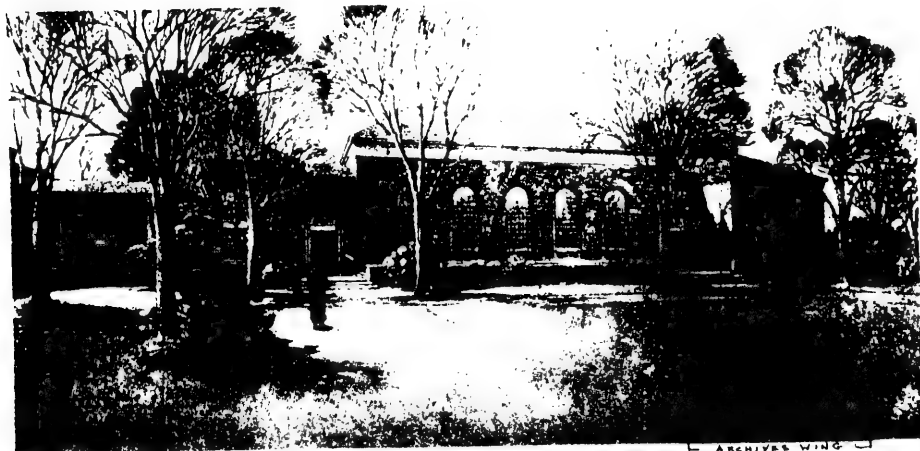
I tear up 25 copies of each issue for distribution among contributors, so you will get your extra copies for your own use.

Karl Trever has just resigned as News Editor and I am desolate. If we have difficulty in filling his place I may have a skimpy column in the October issue.

Sincerely,

Managing Editor

I hope you aren't one of these top-heavy salaried fellows the Congressmen seem to be gunning for. I am very anxious about the National Archives budget situation.



L ARCHIVE WING C

THE LIBRARY OF CONGRESS * WASHINGTON

Photoduplication Service

June 13, 1947

Miss Norton
105 South Second Street
Springfield, Illinois

Dear Miss Norton:

I have checked the galley proof that you forwarded and find that there is one error which is noted on the first page of the galley proof.

I will be appreciative if you will have this corrected.

Very truly yours,

A handwritten signature in cursive script that reads "Donald C. Holmes". The signature is fluid and elegant, with the first letters of each word being capitalized and prominent.

Donald C. Holmes
Chief, Photoduplication Service

3700 Massachusetts Ave., N. W.,
Washington 16, D. C.
August 12, 1946.

Miss Margaret C. Norton, Editor,
The American Archivist,
Archives Department,
Illinois State Library,
Springfield, Illinois.

Dear Miss Norton:

Dr. Morstein Marx has promised to write the article on documentation in the Federal Government now, ahead of articles he has promised to write for two law journals, provided I will find out from you how much space you are willing to assign to this topic. Would you please, therefore, give me some indication of your preference?

Miss Bertha Weeks has invited me to speak at the annual filing conference to be held in Chicago on October 11, and since I will be out in your neighborhood, I am wondering if it would be agreeable to you if I satisfied my long-felt desire to pay you a visit. I'm disappointed that Dr. Posner cannot make the trip as he had planned, - perhaps I can persuade him to come with me in October.

I like the new Archivist. Especially I like the Archivist's Bookshelf and the Questions and Answers section, and I do hope that each issue will have an editorial - what an opportunity lies therein!

Cordially yours,

Helen L. Chatfield

August 15, 1946

Miss Helen L. Chatfield
3700 Massachusetts Ave., N.W.
Washington 16, D. C.

Dear Miss Chatfield:

I am very glad that Dr. Marx has consented to write the article on documentation in the Federal Government immediately. I like to limit articles in THE AMERICAN ARCHIVIST to not over 10 pages. If, however, that is inadequate for a proper presentation of his subject as I suspect it will be, he may have up to 20 pages. In other words, I would prefer an article of between 5,000 and 10,000 words.

I am even more delighted that you have at last agreed to publish at least one of your lectures before the summer school on archives. As you know, I have been feeling for some years that some of your lectures should be recorded in THE AMERICAN ARCHIVIST.

Thank you for the very fine review which arrived just in time to get sent off to the printer with the other material for the October issue.

The annual meeting of the Illinois Library Association is to be held in Springfield on October 10, 11 and 12. I am leaving immediately afterwards on my vacation which I am afraid I cannot possibly postpone any longer and still get one this year. I would love to have Dr. Posner and you come at that time, but I probably will be so tied up that I would not be able to give you very much time. Could you possibly arrange to come to be here earlier in that week instead of later? Normally my vacation would have come earlier, but resignations and illnesses on the part of the staff have tied me very closely to my desk this summer, and I am getting very tired. It is most unfortunate that your Chicago engagement should come just now, but please feel welcome to come, with the understanding that I might not be able to give you as good a time as I would ordinarily. If you plan to come I recommend that you make reservations at either the Leland or the Abraham Lincoln Hotel as soon as possible, as this ILLA convention is a rather large one; that is, we expect over 500, possibly even up to 1,000.

Sincerely,

EXECUTIVE OFFICE OF THE PRESIDENT

BUREAU OF THE BUDGET

WASHINGTON, 25, D. C.

November 26, 1946

Miss Margaret C. Norton
Editor, The American Archivist
Archives Department
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

Attached herewith is my paper for the American Archivist. I am also attaching a copy of Mr. Edmunds' paper. Please let me have proofs.

With warm regards,

Cordially yours,

Fritz Morstein Marx

Fritz Morstein Marx

Attachments



The National Archives

Washington, D. C.

OFFICE OF THE ARCHIVIST

Jan. 6, 1947

Miss Margaret C. Norton, Editor
American Archivist
Illinois State Library
Archives Department
Springfield, Illinois

Dear Miss Norton:

Your letter of January 3 arrived this morning and I am very glad to know that it will be possible for you to use the Claus paper in the April issue. I am enclosing in this the Spaulding article in two copies; the first is his own copy sent in to this office and the second a typewritten copy made in this office, which I thought it might be convenient for you to have. Mr. Trever says that I can tell you that the Spaulding paper has his endorsement. We hope that you may find space for it in the April issue, but can see the situation you are up against with respect to over-emphasis on international archives matters. I don't suppose any international conference can be held before August or September, so that if you should have to hold it until the July issue the information in it would still be available in time.

I am very glad to see the material pouring in ^{for} the ^{journal} ~~paper~~.
I wish you a happy New Year not only in this undertaking but in all your others.

Yours sincerely,

Oliver W. Holmes

Oliver W. Holmes
Program Adviser

enclosures



January 14, 1947

Dr. Oliver W. Holmes
Program Advisor
The National Archives
Washington 25, D.C.

Dear Dr. Holmes:

This will acknowledge the two copies of Mr. Spaulding's paper "The Records of International Meetings." I plan to publish the Claus paper in April and will try to get this in the July number. Dr. Buck's presidential address and Mr. Dougall's paper on the records of the preparatory commission in January, this Spaulding paper in July - that is probably about as much as I dare bring out so close together. Probably the July issue will also have important announcements with respect to the meeting.

How are you planning to solve the problems of transportation and lodging for American delegates to the international meeting if it is called for this year? I understand that steamship lines are booked solid for over a year and I suppose the same is true for the plane services.

Yes, I have been very fortunate this year in getting a lot of material for The Archivist - probably more than I can use, but that is a good feeling to have. I don't think I am getting the type of material of practical appeal to the state archivists, but they are inarticulate when it comes to their own interests, that is, they won't write, so I am letting them get a good education in all the things which are happening in the archival world.

Many thanks for your cooperation. By the way, I understand that either the staff meeting or the Inter Agency Records group is to have a meeting soon on the subject of the coordination of historical programs and archives or something similar. If that program puts a fresh light on the problem of how far the archivist should be an historian rather than primarily a records administrator, that ought to furnish something good for The Archivist. Please watch out for me on that score.

Sincerely,

MANAGING EDITOR

April 26, 1947

Dr. Oliver W. Holmes
Program Adviser
The National Archives
Washington 25, D.C.

Dear Dr. Holmes:

In preparing copy for the July number of The American Archivist I find that I do not have the full name nor the position of Mr. E.W. Spaulding who wrote "The Records of International Meetings." It is my impression that this is the Mr. Spaulding who is now Commissioner for Education of the State of New York. Is that correct? What was his title when this paper was written? Was this also given before the last December meeting of the American Historical Association?

Right now I am all torn up for decorators, so I cannot get at all my files. I would appreciate your looking up our correspondence about this paper or otherwise obtaining this information for me.

Sincerely,

MANAGING EDITOR



The National Archives

Washington, D. C.

OFFICE OF THE ARCHIVIST

April 30, 1947

Miss Margaret C. Norton
Managing Editor, The American Archivist
Archives Department
Illinois State Library
Springfield, Ill.

Dear Miss Norton:

The Dr. Spaulding whose paper you plan to publish
in the July number of The American Archivist is
Dr. E. Wilder Spaulding, Acting Chief, Division of Pub-
lications, Department of State, and the paper was read
before the joint luncheon meeting of the Society of
American Archivists and the American Historical Association
in New York, Friday, December 27, at the time of the 1946
annual meeting of the American Historical Association.

Yours sincerely,

Oliver W. Holmes
Program Adviser



MASSACHUSETTS INSTITUTE OF TECHNOLOGY
CAMBRIDGE 39, MASSACHUSETTS

June 18, 1947

Miss Margaret Norton
1105 South Second St.
Springfield, Illinois

Dear Miss Norton:

I am returning herewith the proof for the article "From
Binkley to Bush." Thank you very much for letting me look at
it. There were no corrections of moment.

I should like very much to secure about 100 reprints.
Do you have a reprint schedule that you could send me?

With best regards,

Cordially,

Vernon D. Tate
dl

Vernon D. Tate

VDT/jl

June 25, 1947

Dr. Vernon D. Tate, Librarian
Massachusetts Institute of Technology
Cambridge 39, Massachusetts.

Dear Dr. Tate:

Thank you for returning proof on the article. I did not receive it until after I had returned page proof but I think I had caught what you marked. The company closes down for a week in July and have been shoving it along as fast as possible to get it out of the way first.

We send you 25 copies of your article (I cut up copies for the purpose). If you want extra copies please write direct to the publisher and make your own arrangements with him. I have instructed him to hold the forms for your article until he hears from you. It is better for teh authors to make their own arrangements for extra copies because no two seem to want the same thing in relation to covers, etc. The cost seems to vary intricately in accordance with wastage of paper in printing them off. I would say you cost would be considerably under \$15.00 but would not guess how much.

I think this is a very timely and important article. Not that you are getting acclimated in your new job. I hope we shall be getting frequent contributions from you. Mr. Roll promised to contribute fillers, but so far I have had nothing from him.

I hope you are enjoying New England. I love it myself and having considered going back there to live after I retire, but it would be foolish for a Middle Westerner to try to live outside the native environment.

Write to:

Harold J. Bachmann
George Banta Publishing Co.
Menasha, Wisconsin

Sincerely,

Managing Editor

MASSACHUSETTS INSTITUTE OF TECHNOLOGY
CAMBRIDGE 39, MASSACHUSETTS

July 1, 1947

Miss Margaret C. Norton
Archives Department
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

Your letter of June 25th must have crossed one I had just written you in the mails. It is very kind, indeed, of you to provide the 25 reprints of the article, and I shall write at once to Mr. Bachmann to procure additional copies.

It is very kind of you to feel the article was worth-while. I am not convinced of it. I wish that I were better acclimated in Cambridge. As a matter of fact today is the fatal day for me to take over completely and I rather expect to be something more than busy for a while.

New England is a delightful place and we shall be glad to see you here at any time. A good many people do retire to live in this region, some of them on the Cape, and the climate is I think, from the short time that I have had a chance to observe it, much better than that of the Middle West. Remember, of course, that I am a native of Illinois, although I left there at an early age and as one native to another I think you would like it here.

Cordially,

V.D. Tate

Vernon D. Tate

VDT/jl

10 April 1947

Dear Mr. Trever:

I ran across the attached while doing some research for a term paper and showed it to Mr. Kahn who thought you might possibly be interested in it for inclusion in some future issue of THE AMERICAN ARCHIVIST.

The modern and comprehensive viewpoint shown by this clerk of sixty years age in connection with records administration is rather interesting.

Very truly yours,

Robert C. Bone Jr.

ROBERT C. BONE JR.,
(NRRO (I), Ext: 292)

CN - Possible filler for you?

5-1-47

Dear Miss Norton:

Enclosed news notes for July issue. Cut out anything you don't like or don't want. I think they are about the least interesting or valuable sent in so far. Too much on accessions.

Personally I think you should publish Mr. Bush's letter to Archivists and as a lead item in the July issue, if you can. I just got hold of it on April 29. Hope you can use it - cut out some of my junk, if necessary, to do so.

Just rec'd the 'Alderman Library' ~~semi-annual~~ semi-annual list of accessions, but will hold until October issue. Am enclosing Jesse Douglas's relation for your collection.

KLT



The National Archives

Washington, D. C.

OFFICE OF THE ARCHIVIST

May 16, 1947

Miss Margaret C. Norton
Archives Division
State Library
Springfield, Illinois

Dear Miss Norton:

The sentence you want to know about should read: "More than two hundred papers of the Reverend Joseph Barlow Felt (1789-1869), librarian of the Massachusetts Historical Society (1842-1854), president of the New-England Historic Genealogical Society (1850-1853), and author of several widely-used books on New-England history; and a group of business papers, principally of William Shaw." I failed to capitalize the name of Felt, so that threw you off. I'm sorry about it.

My stuff was n't so hot this time, but I hope to have better material for October. If I live through the October issue I'll be good! I have started with Miss Christopher on getting the annual bibliography checked, but I am afraid that Dr. Posner and I won't get at the overall bibliography until late summer, if then. First thing I know, the job of compiling it will have to be dished out to someone else. The indexing goes on, but that can't be completed until next winter, after the October issue is out.

As to publishing the laws in the October issue, two questions: (1) do you want to print each law in full or merely the LC digest of it? I think the latter; (2) do you want to limit the listing to laws actually passed? I think so. If you want to print laws in full, I will have to get reproductions made of the copies in the LC files. It is easy to get at the laws in their files, but it will cost something to reproduce the bills. It also will be expensive to print them in full. If I am to prepare this digest or printing of laws, will you send me all the laws and digests of laws that you have in your possession as soon as possible? If you want the laws printed in full, I will get an estimate of cost of photostating them and ask Lester Cappon if money is available. I hope you realize that if you decide to print a digest only, I wouldn't undertake to improve on the LC digest--I just don't have the time or energy to do so.

I'll get the letter on advertising from Phil Brooks. Incidentally, I checked some issues of ALA Bulletin, Special Libraries, and College and Research Libraries to see what firms advertised in them. Of course the SAA does not have the sales market that these Library Associations have, but I do think it might be worth while for someone to "feel out" a few of the companies



listed below in the hope that some might take an inexpensive ad in the AA just for the goodwill that they might get by supporting our cause. I doubt if ads in Special Libraries brings much more than goodwill either.

Good luck in your fight with the politicians!

Sincerely,

Karl L. Trever

P.S. - Phil Brooks has promised for the October issue something I've tried to get out of him for a long time--a two or three-page note entitled (at present) "The Archivist's Role in Initiating Retirement of Records Common to All Agencies." It is primarily an explanation of the whys and wherefores of General Schedules. If this requires space already allocated, I'll cut 3 pages off my news notes in order to get it in. It will be a very practical demonstration of the way in which archivists can take the initiative in influencing current records administration. I know you will like it.

*Note on advertisers: Only A.L.A. publications and
advertisers in the A.L.A. Bulletin; College & research
libraries same; but Special Libraries runs ads of
numerous companies that ought to be interested in
our field - Remington - Rand, Dumas, Gayford,
Apex Paper Box Co., etc. I like your idea of
subject advertising - one issue devoted to ads
from one field. I notice Rem - Rand advertises
different service or product in each issue -
Of course Library Journal has a lot of ads A.L.T.*

May 20, 1947

Mr. Karl L. Trever
Editorial Board
The American Archivist
The National Archives
Washington 25, D.C.

Dear Mr. Trever:

Thanks for the correction for the News Notes. I will see that this is taken care of in proof.

As to publishing the laws in the October issue, my thought is that we can use the LC digest except in the case of the few bills, like the Oregon bills, which create and empower a state archives, important federal archival legislation and perhaps an exceptional records bill that might be used as a model act which bills we would print in full. It will probably be a simple matter to write for copies of the few bills we will reproduce in full. I will send you the material I already have on hand from home.

Thanks for telling me of Phil's promise to write the note on records retirement. I am writing him about it today. Of course I want it and, in fact, practically anything he writes can be accepted in advance.

I am enclosing a copy of a letter (with letterhead and salutation omitted to save space) which I have received from the American Library Association on the subject of their offer to publish what, to use Dr. Pattsits old wording, might be called an archival primer. I am replying that I am referring the matter to our editorial board for advice. Unquestionably we need such a manual but getting the right person or persons to write it is another matter. There are arguments both for and against publication by the American Library Association. I do not know how far we are committed to the Council of State Governments, and I hope Phil hasn't abandoned his plans for finishing the manual he started. May I have your thoughts and suggestions in the matter?

Sincerely,

MANAGING EDITOR

THE SOCIETY OF AMERICAN ARCHIVISTS

SOLOM J. BUCK, PRESIDENT
THE NATIONAL ARCHIVES
WASHINGTON 25, D. C.

ADDRESS COMMUNICATIONS TO:
LESTER J. CAPPON, SECRETARY
P. O. BOX
WILLIAMSBURG, VIRGINIA

May 7, 1947

Miss Margaret C. Norton
Editor, The American Archivist
Illinois State Archives
Springfield, Illinois

Dear Miss Norton:

Enclosed is a contribution for The American Archivist, for which I am partly responsible although it has actually been prepared by Mr. Joseph F. Vaughan, one of the more capable younger men on our staff.

A number of us have discussed at various times the quite substantial problem of the distinction between public and private papers. When this matter became of wide public interest in connection with the Morgenthau "diaries" there was a very interesting debate in the Senate which I thought would be worth at least an abstract in The American Archivist. Mr. Trever thought the idea at least worth a try. Consequently, at my suggestion, Mr. Vaughan prepared this selection and editorial notes. He has asked me to send it along to you for whatever it may be worth. I am sorry it did not get to you sooner as it has a certain amount of timeliness. *The delay is as much mine as Mr. Vaughan's.*

Very cordially

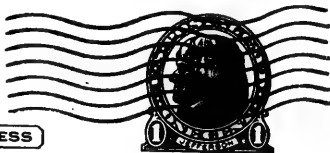

Philip C. Brooks

Enc.

The National Archives
Washington, D. C.



THIS SIDE OF CARD IS FOR ADDRESS



Dr. Richard F. Wood
600 Lawrence St. N.E.
Washington 17,
D. C.

3/29/47

PRINCETON UNIVERSITY LIBRARY & PRINCETON · N · J

My dear Dr. Wood:

They (I won't be more specific - but I suspect Mrs. S.)
mislaid your postal which I only found today.

Quot. on p. 3 should read

1643 on the 23 of April our church was defaced
our font thrown down and new formes of
prayer appointed

No punctuation except final period, 2 ls in
April (mis. spelling)

Sincerely yours,
H. L. Savage.

Not having rec'd proof, I request that you
see to it that the final sentence of the review
of The Parish Chest reads

"For our Knowledge of the years of
Shakespeare's birth and death," etc. i.e.

To the sg. form of the word "year" add
the s of the plural form

H. L. S

PRINCETON UNIVERSITY
THE LIBRARY
PRINCETON NEW JERSEY

JULIAN P. BOYD, *Librarian*
LAWRENCE HEYL, *Associate Librarian*

HENRY L. SAVAGE, *Archivist*

8 July 1947

Mr. Richard Wood
600 Laurence St. N.E.
Washington 17, D. C.

Dear Mr. Wood:

I am indebted to you for taking over my proof (for THE PARRISH CHEST). My only concern is that you should ~~not~~ have the bother of "picking up" after me. We contributors should toe the line.

I write by special delivery in order that you may be able to tell the printers to strike off a number of reprints of the review-over and beyond the number you usually send, and bill me for them. I should think 40 would be enough.

With renewed thanks, and the hope that you were able to make out my jargon.

Yours sincerely,



Henry L. Savage

July 14, 1947

Dr. Henry L. Savage, Archivist
The Library
Princeton University
Princeton, New Jersey.

Dear Dr. Savage:

Mr. Wood forwarded you letter enclosing a correct for your review of The Parish Chest and the order for 40 copies, as soon as he received it, but the July issue of the American Archivist had already been printed and type distributed several days before you wrote. I am particularly sorry about the reprints. Contributors often decide to have reprints made after they have seen their articles in print, but our printer refuses to hold type unless he actually has an order in sight. I cut up twenty-five copies for distribution to authors and can therefore let you have that many, but I am afraid it is too late to get the other fifteen copies unless you want to bear the expense of re-setting type which would be prohibitively expensive for so small a number.

I am very sorry about all this. Generally I can warn authors to get their reprint orders in, but reviewers so seldom want extra copies that I did not bother to write to you although I did realize that is was an unusually good review of a book which most of us will never see. I send galley proof to authors of articles and to the book reviews editor, but there is hardly time to send to individual contributors. If anyone notes the lack of the "s" in the word "years" ~~they~~ credit it to what it was, poor proof-reading.

Sincerely,

Managing Editor

17 July 1947

Mr. Wood
600 Lawrence St. NE
Washington 17, D.C.

Dear Mr. Wood:

I am obliged to you for your efforts (even though they proved unavailing) in my behalf in the matter of my review of The Parish Chest, and for your own perusal of the proof which caught up several of my own errors.

For your good will I am grateful, and I cannot therefore, find myself entitled, or inclined, to scold you. But I am vexed at certain errors that have come to the surface in the review. There are several corrections which you made, which I personally would not have made, but they are minor matters, well within an editor's discretion, and these I pass by--your knowledge of the stylistic practices of today is greater than my own.

I do enclose, however, a brief list of errata which you will want to print in the next issue of the Afshivist.

Yours Sincerely,

Henry L. Savage

Errata Corrected

In Volume X, No.3, p.300.

(1) For "This word-list is well worth the making," read "This word-list was," etc.

(2) For "One can sympathize with rector of Koston," read "One can sympathize with that rector," etc.

(3) For "These are melancholy words, and far from true of our own country, where tradition counts for less," read "These are melancholy words, and far more true, of our own country," etc.

(4) On page 310. For "Our knowledge of the year of William Shakespeare's birth and death," read "Our knowledge of the years of William Shakespeare's birth and death."

^{should}
The Editor would state that the writer of the review in question had no opportunity to read proof of what he had written.

PRINCETON UNIVERSITY
THE LIBRARY
PRINCETON NEW JERSEY

JULIAN P. BOYD, *Librarian*
LAWRENCE HEYL, *Associate Librarian*

HENRY L. SAVAGE, *Archivist*
22 July 1947

Miss Margaret C. Norton
Archives Department
Illinois State Library
Springfield, Ill.

Dear Miss Norton:

I am obliged to you for your letter of the 14th. I think (unfortunately I cannot put my hand upon a copy of the letter) that I told Mr. Wood at the time I sent in the typescript of the review, that I should want copies over and above those customarily supplied. So that, if I am correct, fair warning was given.

I wonder if it would not be a good idea to send out in the future galley proof to reviewers, and to ask them to indicate as they return it the number of copies they wish over and above those customarily supplied? Modern Language Notes, The Journal of English and Germanic Philology, and a number of others, follow this practice.

I am enclosing a copy of my letter to Mr. Wood, and a brief list of the more heinous errata which I shall ask you to insert in some forthcoming number of the Archivist.

With all good wishes,

Yours sincerely,

Henry L. Savage
Henry L. Savage

July 31, 1947

Dr. Henry L. Savage, Archivist
The Library
Princeton, New Jersey.

Dear Dr. Savage:

The corrections which you enclosed in your letter of July 22, 1947 will be printed in the October number of The American Archivist in accordance with your request. Both Dr. Wood and I are extremely sorry that you have been displeased with the way your review has been handled. Our editorial policy is based upon an extremely restricted budget which does not permit us to do some of the things which the larger associations are able to do in their journals. The whole matter of reviews is left up to the Reviews editor who does receive galley proof, and who would, I am sure, have been glad to have let you see your copy had he realized that it was so important to you. I do not know just where the slip up came in the matter of extra copies. I do not seem to find anything about it in the correspondence, but neither do I want to put the blame upon Dr. Wood who might have mentioned it to me when I saw him several months ago. If he did, it did not register.

Your review was very fine and we do thank you for it, and hope there will be no complications about further contributions by you.

Sincerely,

Managing Editor

April 15, 1947

C.F. Cusack Advertising Agency
804 California Building
Denver 2, Colorado.

Dear Sirs:

This will acknowledge copy and lay-out for an advertisement by the Rio Grande Railroad for the July 1947 issue of the American Archivist. We refer to your order No. 744. We notice that you are sending cuts directly to the publisher, the George Banta Publishing Co. at Menasha, Wisconsin. You will be billed for this full page advertisement either by the Editor or by the Secretary of the Society of American Archivists.

Our delay in thanking you for this order is due to the fact that the Editor has been out of the city.

Sincerely,

MANAGING EDITOR

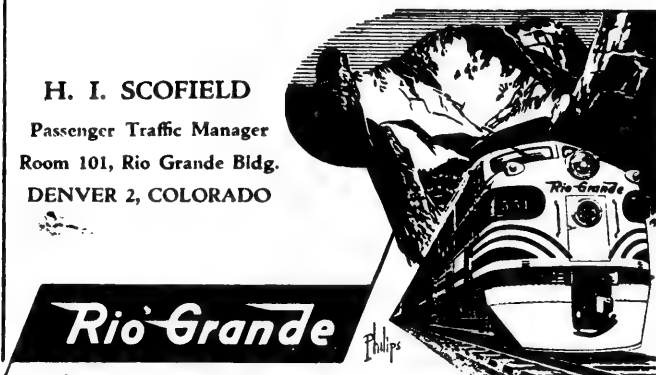
Rio Grande
Welcomes You To
**BEAUTIFUL GLENWOOD
SPRINGS**

•
Society of American Archivists
American Association for State and Local History

September 2-6, 1947
•

For complete information on schedules and
fares, or side trips in the Colorado Rockies, con-
sult our local agents in principal cities, or write:

H. I. SCOFIELD
Passenger Traffic Manager
Room 101, Rio Grande Bldg.
DENVER 2, COLORADO



Rio Grande

Rio Grande

23

Welcomes You To

BEAUTIFUL GLENWOOD SPRINGS

Society of American Archivists)

American Association for State and Local History

September 2 - 6, 1947

For complete information on schedules and fares, or side trips in the Colorado Rockies, consult our local agents in principal cities, or write:

(H. I. SCOFIELD
Passenger Traffic Manager
Room 101 Rio Grande Bldg.
Denver, 2, Colorado

Rio Grande

cut
being sent
to Wisconsin

24/11/47 B

18/11/47 B

11/11/47

12/11/47

cut
coming under
separate cover

Cut

September 18, 1947

Dr. Oliver W. Holmes
The National Archives
Washington 25, D.C.

Dear Dr. Holmes:

It is my understanding that the program described at the Society of American Archivists last year, by Phil Hamer, entitled: "Guides to Records of World War II" is that part of the program ordered curtailed by Congress. In any event, it is a significant program and I am printing this paper in the October issue. If this program has to be abandoned, we should print a very brief footnote to that effect, and I would appreciate your sending me a statement on the matter at your earliest convenience. Galley proof has already been received. I should have written you before in this matter, but as you know, the illness and death of my mother required me to postpone all but the most urgent business, and this matter got neglected.

I was disappointed that no one from Washington was able to stop off here on the way home. Mr. Boell, the new archivist of Wisconsin, was here yesterday.

Sincerely,

Margaret C. Hill
Managing Editor
THE AMERICAN ARCHIVIST

4500 47th St. N. W.
Washington D. C.
July 19 1947

Miss Margaret C. Norton
Springfield

Dear Miss Norton:

Here is the Llaverías article and I hope that you will like it. Dr. Lokke has read it and approves. He suggested that I send it on direct to you. So here goes.

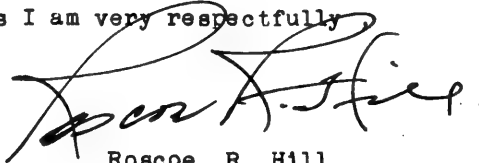
The photograph is also enclosed. You will note that it is dedicated to me on the back. So I would like to get it back. If you would like a photograph why not have your photographer make a copy and then we will both have one.

You will note that November 2 is the twenty fifth anniversary of the appointment of Llaverías as director of the Archive. That certainly makes the October issue a most timely place for the article. I hope that you can arrange it thus. It would seem to be most fitting and a due tribute of the American Archivist to him.

If it is feasible I would be glad to read the proof of the article since there is some much Spanish in the titles. Sometimes also one catches something that escapes in the typed copy. I have tried to make it correct and in fact did two typings to get the copy I am sending to you.

It was good to have the visit at the Archive in Springfield. We did enjoy the stay even though it was brief. Our thanks go to you for all that you did to make the visit so pleasant.

With best regards I am very respectfully

A handwritten signature in cursive script, appearing to read "Roscoe R. Hill".

Roscoe R. Hill

P. S. Mrs Hill sends remembrances.

July 22, 1947

Dr. Roscoe R. Hill
4500 47th St. N.W.
Washington, D.C.

Dear Dr. Hill:

Thank you very much for the excellent article on Llaverias. That, with the portraits, will make a nice feature article for the October issue. We will take good care of the picture and will try to copy it for our own use so your copy won't be disfigured. I will have proof sent to you as we send it to all contributors. I warn you, though, that when I don't get the proof back promptly, I don't hold up publication for it.

We enjoyed your altogether too brief visit in Springfield very much. I hope it won't be too long before Mrs. Hill and you will be back.

Sincerely,

4500 47th St. N. W.
Washington D. C.
July 25 1947

Miss Margaret Norton
Illinois State Library
Springfield

Dear Miss Norton:

Thanks for your note of July 22. Am of course happy to know that you liked my article.

I am quite in the habit of getting proof back rather promptly so I do not suppose that you will have to go forward without my slight contribution. I am not informed as to about when to expect this proof. So as we are going away for a couple of weeks to see the daughters it has occurred to me that I had better give you the dates and places so as to avoid it laying at the house.

From July 30 to August 5 the address will be

Care Dr. William A. Clay
74 Weldon St.
Rochester 11 New York

From August 6 to 13

139 High St.
Leonia New Jersey

Hope this will take care of things. After later date will be back home again.

With best of regards I am very respectfully

Robert R. Rife

August 21, 1947

Dr. Roscoe R. Hill
4500 47th St. N.W.
Washington, D.C.

Dear Dr. Hill:

Enclosed is the portrait of Dr. Liverias which you kindly loaned to us for reproduction in The American Archivist. I had our photographer copy it so the printer would not get it all marked up. Unfortunately, it became dented while in transit to us. I hope it does not get damaged further on the return. Thank you very much for letting us use it; also for the fine article which is being used as the feature article in the October number. You should receive proof on this article about September first. The magazine will be out late this time because the upset conditions at the National Archives delayed copy on the News Notes and annual bibliography number.

This is our 18th consecutive day when the thermometers have stayed above 95 every day, and there are many heat prostrations. My mother was one of the victims and she has been gravely ill in the hospital for nearly three weeks. Because of her advanced age, 87, the doctor offers no hope for an improvement in her condition. Under the circumstances, it will of course be impossible for me to attend the Colorado meeting of the Society of American Archivists. I hope you can go.

Please remember me to Mrs. Hill.

Sincerely,



4500 47th St. N. W.
Washington D. C.
September 11 1947

Miss Margaret Norton
Springfield

Dear Miss Norton:

The proof came since lunch today. I have now read it some four or five times and will mail it this same evening. How is that for service.

I am sorry about the italics in once place. That was my error but the printer left out a letter in one of the lines. The added publication of the Archive came along since the article was written. The extra letters are by the printer I note.

Is it possible to have some reprints of an article such as this. I could use them if I could get them. Let me know .

It has just occurred to me that if I could have a couple of sets of page proof with an indication of release date, I could send them to Cuba and perhaps there would be some use made of the article there contemporaneous with its publication.

The other day I received your note and the photo in good shape. Thanks.

I hope that you are now having some cooler weather and that your Mother is feeling better. We are still having plenty of warm weather here.

With best of regards I am very respectfully


Roscoe R. Hill

October 28, 1947

Dr. Roscoe R. Hill
4500 47th St. N.W.
Washington, D.C.

Dear Dr. Hill:

Enclosed are page proofs for your article on Llaverias. I hope you can get them to him in time for the anniversary. My delay in sending them on was due to the fact that I was on vacation when your two letters came and they were not immediately forwarded to me. Secondly the delay was due to the fact that when I did finally get them I was ill and on the way to the hospital. I am home now, but not yet back at the office. As you may have heard, I lost my mother the last of August, and I thought my loss of weight and energy was due to nervous reaction and overdoing in disposing of her things. However, it proved to be more serious than that and I have just got home from the hospital. We hope that rest, diet and medical treatment will clear up conditions before too long.

I am sending your clipping to our news notes editor as perhaps the best way to bring it to the attention of our readers. It is good to see the interest of the Latin American countries in better archival administration.

You will receive 25 copies of the Llaverias article as soon as I get them. Page proof has been out about a week, so I hope the magazine will be issued by November first. The October issue was delayed by my illness.

Sincerely,

Wm. J. R. Hill
Wm. J. R. Hill
Managing Editor

October 28, 1947

4500 47th St. N. W.
Washington D. C.
October 27 1947

Miss Margaret Norton
Springfield

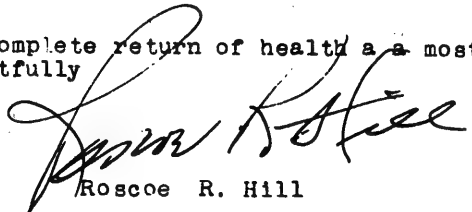
Dear Miss Norton:

Your letter came this morning with the page proof. I am sending it off at once by air mail and it will arrive in time I am sure. Thanks a lot.

We had not heard of the passing of your Mother. So at this late date we send our deepest sympathy for your great loss. I know that it must have been trying indeed. I had suspected that not hearing from you indicated something of the sort but was not informed. We are sorry to know that the strain caused you such great inconveniences. But at the same time are glad to learn that you are now getting back your own health. I hope that you will be back at work again soon. But at any rate take care of yourself and take it easy for a while until you are quite your old self.

I am enclosing herewith a copy of the verses which I dedicated to Captain Llaverías. They went forward some days ago.

Wishing you a complete return of health at a most early date, I am very respectfully



Roscoe R. Hill



The National Archives

Washington 25, D. C.

November 22, 1946

Miss Margaret C. Norton, Editor
The American Archivist
Illinois State Library
Archives Department
Springfield, Illinois

My dear Miss Norton:

The Division of Agriculture Department Archives, the National Archives, has recently completed a job involving the sampling of rehabilitation records for transfer to the National Archives. The job attracted some attention here and the Division has been urged by many archivists, among them Mr. Kahn, and Mr. Lokke of the Navy Department Archives, to submit to you for publication in The American Archivist a description of the records and the method used in sampling them. Such a description has been written and I am sending it to you herewith for your consideration.

Some of the men in the National Archives believe that the list of counties from which the records were taken might be of sufficient interest to be included in this description. I am, therefore, enclosing a copy of this list.

Sincerely yours,

Carl J. Kulsrud

Carl J. Kulsrud, Assistant Chief
Division of Agriculture Department
Archives

Enclosures (2)



November 25, 1946

Mr. Carl J. Kulsrud
Assistant Chief, Division
of Agriculture Department
Archives
The National Archives
Washington 25, D.C.

Dear Mr. Kulsrud:

Your article entitled "Sampling Rural Rehabilitation Records for Transfer to the National Archives" has just arrived and I hasten to acknowledge it before I become too much absorbed in the January issue of The American Archivist to keep up with my correspondence. I have not had time to do more than skim over it, but I am sure that yours is an important contribution and that it will be published in an early issue. So far as I remember, this is the first paper on this very important topic of sampling. Since that procedure will probably loom up more and more as the one solution to our problem of reducing bulk, we must share experiences along this line.

Thank you for this paper.

Sincerely,

MANAGING EDITOR

IMPERIAL RECORD DEPARTMENT,
Queens' Way, New Delhi, 5.
10th January, 1947.

The SECRETARY,
American Archivist,
University of Virginia Library,
Charlottesville, Virginia, USA.

Dear Sir,

Enclosed you will please find a small article intended for publication in your esteemed journal. As will be evident from the foreward to the Scheme of Classification the problem of Classifying books & printed materials on Archives have been presenting difficulties so far as Dewey's D.C. is concerned. Librarians in India who have been working the D.C. will really welcome a solution of the problem by the more experienced brothers-in-profession in America.

I hope you will agree with me that the paper under consideration is one which requires discussion and exchange of opinions from all Archivists and Librarians.

Thanking you very much,

Yours Sincerely,

S. Mookerjee

(S. MOOKERJEE)
LIBRARIAN.

December 8, 1947

Mr. S. Mookerjee
National Archives of India
(Imperial Record Department)
New Delhi 5, India.

Dear Mr. Mookerjee:

By now I trust you have received your extra copies of the article on Classification of Archival Literature. published in the October 1947 American Archivist.

You will be pleased to learn that this is proving valuable not only to American archivists, but that we have had a request from Cuba for permission to reprint it in translation in the Boletin del Anuario. I have requested that a copy of this be sent to me so that I can see that you get to see it.

Sincerely,

THE NATIONAL ARCHIVES OF INDIA

Formerly IMPERIAL RECORD DEPARTMENT.

Queensway,

New Delhi, the 11th February 1948.

Miss Margaret C. Norton,
Managing Editor, American Archivist,
Archives Department,
Illinois State Library,
Springfield, ILLINOIS.

Dear Miss. Norton,

Thank you very much for your kind letter dated the 8th December 1947 and the reprints of my article. I am indeed very glad to learn that my humble endeavour has been of some help to our colleagues in America. I am sure your technical committee will go into it and under the able guidance of Mr. Gust Skordas, will evolve a permanent scheme, acceptable to all. It will be an added pleasure to me to have a copy of the Boletin del Anuario, Cuba, in which my article is printed.

Thanking you once again for the trouble you have been taking.

Cordially Yours,

S. Mookerjee

(S. Mookerjee)
LIBRARIAN.

RHODE ISLAND STATE COLLEGE

KINGSTON, RHODE ISLAND

HISTORY AND POLITICAL SCIENCE

August 24, 1948

ATTENTION: Would you please forward this to Mr. S. Mookerjee, author of the article "Classification Scheme for Archival Literature?"

Dear Mr. Mookerjee,

Would it be possible for me to purchase a reprint of your article, "Classification Scheme for Archival Literature" which appeared in the American Archivist in October, 1947? If so, I would appreciate it very much, indeed, if you would send it C. O. D. to me at 1040 Reese Avenue, Bryn Mawr, Pennsylvania. I have a friend who is the director of certain Belgian archives who is interested in the article and I would like to take it to him, if possible, the latter part of next week.

Sincerely yours,

Daniel H. Thomas.

Daniel H. Thomas
Professor of History

DHT/kfb

September 1, 1948

Professor Daniel H. Thomas
Rhode Island State College
Kingston, Rhode Island.

Dear Dr. Thomas:

Your request for a copy of Mr. Mookerjee's article on "Classification Scheme for Archival Literature" which appeared in the AMERICAN ARCHIVIST for October 1947 has just now reached me. Since my file of duplicate copies of the entire issue is at home, and since I note you are about to sail, the simplest thing to do seems to send you a photostatic copy of the article from our State Library copy of the magazine, and this will be sent to you airmail. There will be no charge, because we are anxious to cooperate in any way we can with foreign archivists. Your friend may be interested in the fact that we have a special rate for foreign members, \$1.25 a year, I think. That is handled by the Secretary of the Society of American Archivists, Dr. Lester J. Cappon, of Williamsburg, Virginia, and I do not know too much about it. Mr. Mookerjee is in India, so I could not send your request on to him in time to be of any use. We hope that you get this in time.

Sincerely,



THIS SIDE OF CARD IS FOR ADDRESS



Miss Margaret C. Norton
1105 S. Second St.
Springfield, Ill

7-30-47

Dear Miss Norton:

The news notes
are being typed & should be in
the mail Monday. I am
having to type the bibliography
of writing on archiving myself,
as I can't get a typist. I cannot
promise for sure that I will
get the archival legislation
section to you at all this time
but will try. Whatever I will
send will reach you this next
week.

Did Latta say anything to
you about your writing or having
some one write a tribute to Dr. F
Hall on his retirement? It should
be written by someone not at NA.
I suppose you saw the one about
him in the last issue of the Historic
American Historical Review.

The place is in a mixed up
state. When things get settled
I'll write more in detail.

KLT

THE AMERICAN ARCHIVIST

EDITOR'S CORRESPONDENCE WITH ADVERTISING MANAGER WILLIAM D. OVERMAN
1947-1948

(THIS FILE IS FROM THE SOCIETY OF AMERICAN
ARCHIVISTS' ARCHIVES WHICH ARE LOCATED AT THE
UNIVERSITY OF WISCONSIN ARCHIVES, MADISON -
RECORD SERIES 200/7/2, BOX 1, FILE 2.)

December 6, 1947

Dr. William D. Overman
Firestone Library and
Archives
Akron 17. Ohio.

Dear Dr. Overman:

As you may have heard, the Council of the Society has decided that it will be necessary to print advertisements in order to finance the increased cost of The American Archivist. I was unable to attend the meeting because of the death of my mother, but sent a report on your findings in the matter of possibilities. The Council has instructed the Managing Editor and the Editorial Board to go ahead in the matter. Because of my present ill health and the fact that I have been ordered to slow down from here on out, I do not feel that I can undertake this additional responsibility. When I undertook the editorship I was promised funds to permit the employment of editorial assistance, but because of the soaring cost of printing I have had to do all the work myself, including typing of my own letters.

Some time ago you indicated that perhaps your Mr. Young could be induced to undertake the advertising end of the work. This would not, I should think, take any more time if as much as that donated by the news notes and book reviews editors. The Council itself has expressed a desire that you should undertake the work. I assume that there would be no objection to the payment of a commission to an advertising agency if we could induce one to work with us. Can you help us in this matter?

Sincerely,

THE Firestone Tire & Rubber Company

GENERAL OFFICES
AKRON 17, OHIO

HARVEY S. FIRESTONE
FOUNDER

AKRON 17, OHIO
December 11, 1947.

Miss Margaret C. Norton,
Managing Editor, The American Archivist,
Illinois State Library,
Springfield, Illinois.

Dear Miss Norton:

I am sorry to hear of the death of your mother and your ill health which prevented your attending the Colorado meeting. I can appreciate the fact that you personally cannot take on the job of advertising manager in addition to other work. It is with some reluctance that I agree to try it for a year, for I am not sure I am the best qualified person to successfully perform this task. Jim Young has agreed to aid me but does not want to take it all upon himself.

There are many details to be decided upon before I can begin the work of solicitation of advertising and trust that you can come to Cleveland after Christmas to the A.H.A. meeting when we can talk over these problems. There are a dozen questions I want to ask. If you cannot come to Cleveland I will have to write a voluminous letter outlining my plan and listing the specific questions.

I have an idea that advertising space may possibly be sold in 1948 to companies who would not have considered it in 1947. I am also now of the opinion that we should try for a higher rate than we considered six months ago. I believe that we might be able to sell the back cover, the most desirable space, to some firm like Remington-Rand, the National Metal Edge Box Company, Globe-Wernicke, or Recordak Corporation. I propose to offer it to one at a time, exclusively for a year (four issues) at say \$100 an issue. If this fails on one or two then we could come down in our price until we place it. Then we can sell the inside back cover for about $\frac{3}{4}$ of the price we get for the fourth cover, and for an inside page about $\frac{1}{2}$ the price of the back cover.

I await your reply before doing anything further. Of course I will need stationery, some copies of the Archivist to send to prospects in order to show available space; later I will need a rate and specification sheet (perhaps mimeographed) and a form or card for the buyer to contract for space. I will need to know dates when forms close, whether printer can print cuts, half-tones, or accept bleed advertising etc., or if someone buys space and wants an advertisement set up by our printer from his type and border lines, I will need costs of composition for this work. As I understand it I would sell space, not accepting copy or plates or handling any of that detail.

This is necessarily a rambling letter but as you can see, since it is apparent that I am elected, I am anxious to get the facts and get started.

Sincerely,

A handwritten signature in dark ink, appearing to read "W. D. Overman". The signature is fluid and cursive, with a long horizontal stroke at the end.

W. D. Overman,
LIBRARY & ARCHIVES.

WDO/j.

December 18, 1947

Dr. William D. Overman
Library and Archives
The Firestone Tire and Rubber Co.
Akron 17, Ohio.

Dear Dr. Overman:

You have no idea how relieved I was to get your letter in which you consented to take over the solicitation of advertising for the American Archivist. The Council being insistent upon financing the magazine in part from advertisements and that at a time when I was wondering whether I could even continue with the editorial work I am now doing, just about "had me down."

I am feeling much more like myself than I have for a long time, however the slightest deviation from my very strict diet brings on another attack of gall bladder colic. It might undo all I have built up if I were to undergo the fatigue of a holidaytime trip and convention food. There is another matter of important Society business for which I should be in Cleveland also. I just cannot make it, however, so we shall have to do the best we can by correspondence.

I have referred a part of your letter to the printer for suggestions and will let you know what he says later. We had one advertisement in the October number for which the advertiser supplied the cuts and our printer the printing. We did not give him a reduction for that but presumably we would have to make suitable adjustments ordinarily.

Since the January number is already in press - galley proof went back a week ago - we shall have only three more numbers for 1948. I suppose advertising budgets are set up by calendar years, though it would be nice if we could sell for four issues in advance.

It was my thought that your duty would be merely to sell advertising, not to see it thru the press, though I suppose as liason officer, so to speak, you might occasionally have to prod the advertiser for copy, etc. The Secretary of the Society will send out the bills for advertising sold. Presumably the lay-out of copy would be arranged through the editorial office. Copy goes to press the first of the month two months ahead of publication date -

that is, the April number will go to press on February 1st. Perhaps we could set a later deadline for advertising copy, especially if it does not involve setting type. That would be a matter of experience, however, and probably at first we should adhere to the general deadline. Proofing would of course be handled through my office.

I have been getting ten extra copies for editorial use. I have more copies of some numbers than of others, but can send you enough for samples, I think, without going to the Secretary for his precious extra copies. Probably it would be better to wait until after the Christmas rush to get these to you, but I will send some at least in a day or two.

The advertisements can appear in the front or the back of the numbers, but not interspersed with text - at least that was my understanding of the Council discussion. The statement of officers, etc. which appears on the inside cover has to appear somewhere in the first five pages but not necessarily on the cover. In selling space, however, that must be allowed for in such a way that we won't have to waste a blank page on the reverse. The statement of ownership and indebtedness which appears in one number each year (Oct. 1946 but January 1948 - I leave that to the printer and cannot account for the discrepancy in date) has, I believe, to appear on the inside cover. I will check with the printer on that point.

As you raise points I will try to get a satisfactory answer, but we shall have to get experience the painful way, in all probability.

Many thanks for your loyal support in this matter.

Sincerely,

December 29, 1947

Dr. William D. Overman
Firestone Library and Archives
Akron 17, Ohio.

Dear Mr. Overman:

Our publisher does not have much more information on the subject of advertising than I do. Here is what he said in answer to the quotations from your letter:

Practically any questions about advertising leave me cold completely, for it is a matter about which I know nothing nor do we have any information. Advertising copy should be in our hands three weeks before the date of distribution of the magazine. The regular text stock for the ARCHIVIST will not take half tone cuts but we can accept bleed advertisements without any trouble.

The contract for the AMERICAN ARCHIVIST calls for billing advertising composition at \$5 for a full page, \$3 for a half page, or \$2 for a quarter page. I can't be of any help in making up forms for rate and specifications and I don't know what the usual practice is with respect to charging for advertising. I don't know how one does figure when the advertiser furnishes part of the printing.

I am having new stationery printed and it should be ready shortly. I am practically out myself, so cannot send you any until we get the new supply. I forgot to get out the sample copies from my storeroom but will try to send them to you some time this week.

We had wonderful weather here Christmas and I suppose you did in Cleveland. I hated to miss the meeting but thought it unwise to take a chance on getting my digestion all out of line again after barely having under control. You know convention food.

A Happy New Year to Mrs. Overman and you.

Sincerely,

O.A.L.
January 13, 1948

Dr. William D. Overman
Department of Library & Archives
Firestone Tire & Rubber Co.
Akron 17, Ohio

Dear Dr. Overman:

Miss Norton requests that you be informed that she is at present hospitalized and may be subject to a major operation. We will keep you advised and will deliver any pertinent matters to her upon obtaining permission of her physician.

Very sincerely,

THEO J. CASSADY
Assistant to Miss Norton

The Firestone
Tire & Rubber Company

GENERAL OFFICES
AKRON 17, OHIO

HARVEY S. FIRESTONE
FOUNDER

AKRON 17, OHIO
January 21, 1948.

Mr. Theo J. Cassady,
Illinois State Library,
Springfield, Illinois.

Dear Mr. Cassady:

I am very sorry to hear that Miss Norton is in the hospital and. I am anticipating word soon from you that she is on the way to recovery.

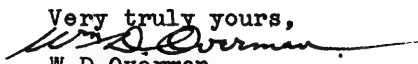
Whenever it is permissible and wise for you to ask her a question, I would like to have her opinion as to the advisability of my trying to sell advertising space on the covers of the April issue of The American Archivist.

It may be possible to sell the covers only for this issue by writing telegrams to two or three good prospects, providing the printer can accept their copy up to about March 1 or 10.

If Miss Norton says the word, however, I will forget about the April issue, and plan on starting the sale of advertising for the July issue.

Please extend my very best wishes to her as soon as it is possible.

Very truly yours,


W.D. Overman,
LIBRARY & ARCHIVES.

WDO/j.

Listen to the Voice of Firestone every Monday Evening over N.B.C.

Muse

28 January 1948

Dr. William Overman
Firestone Tire & Rubber Co.
Akron 17, Ohio

Dear Dr. Overman:

Miss Norton has now undergone her operation for removal of gall bladder and, to use her own words, she is at present ahead of schedule on recovery. We were permitted to discuss with her the contents of your letter of the 21st inst and she wishes you to be informed that it is agreeable with her to use the inside back cover and outside back cover for advertising and that the space is available. We would have wired this information to you but Miss Norton states that her illness will occasion a delay of at least thirty days in publication and this should give you the additional time necessary.

Miss Norton would like to call ~~to~~ your attention the small streamer used by the publishing company on outside rear cover, in case the company would have to be notified that advertising copy was coming in.

Respectfully yours,

THEO J. CASSADY
Assistant to Miss Norton

TJC;mw

*Ans
Feb 27*

**The Firestone
Tire & Rubber Company**

GENERAL OFFICES
AKRON 17, OHIO

HARVEY S. FIRESTONE
FOUNDER

AKRON 17, OHIO

Feb. 6, 1948

Mr. Theo J. Cassady
Assistant Archivist
Illinois State Library
Springfield, Illinois

Dear Mr. Cassady:

Thank you for your recent letter and the good news that Miss Norton is ahead of schedule on recovery. Will you be kind enough to hand the attached to her when it is possible for you to do so.

Very truly yours,



LIBRARY & ARCHIVES

Listen to the Voice of Firestone every Monday Evening over N.B.C.

Jan 27

THE Firestone Tire & Rubber Company

HARVEY S. FIRESTONE
FOUNDER

GENERAL OFFICES
AKRON 17, OHIO

AKRON 17, OHIO

Feb. 16, 1948

Miss Margaret C. Norton, Editor
The American Archivist
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

I realize that I am rushing you somewhat and am addressing this letter to Mr. Cassady so he can let you read it-if the Doctor permits a little light reading. Anyhow, I hope you are still improving on, or ahead of, schedule and I extend my very best wishes and greetings.

I have sold the inside back cover for \$100. and the firm say they will take it for the remaining three issues this year. They will prepare their advertisement and have an electrototype plate made and send to me before March 10th. I can either forward it to you or direct to the printer.

The purchaser of this space wants Mechanical Requirements at once so I drew up what I thought they might be and sent a copy to Banta asking for his confirmation or corrections and additions. I trust that you approve of my procedure in this instance since it is urgent that I have these mechanical details at once. I enclose a copy of my letter to Banta for your information and file.

Before beginning general solicitation for the July issue, I will want to get out a form of some kind containing general information concerning the publication, mechanical requirements, rates, and a contract form. This can be multigraphed or mimeographed to start with, especially this year when we are feeling our way and may have to revise rates. I feel lucky to have obtained \$100. for the inside back cover; and will have to establish fairly high rates for the inside pages. If we have to revise downward, we can do this as necessary.

At a later date I will want to work out details with you about the information I give out with respect to collecting for advertisements, etc. I take it from what you wrote at an earlier date that statements might be mailed out from the Secretary or the Treasurer. I would require that all advertising copy that is to be set in type be submitted to you 2 months prior to publication; however in the case where a company makes their own plate (as in the case of my first customer) is it o.k. to send it direct to the printer?

With best wishes, I am,

W. S. Firestone
LIBRARY & ARCHIVE S

February 16,
1948

George Banta Publishing Co.
Menasha, Wisconsin

Dear Sir:

As you know the Council of The Society of American Archivists recently authorized the selling of Advertising space in The American Archivist. I was asked to take over the job of selling space for this year and had some correspondence with Miss Norton in December just prior to her going to the hospital. Her assistant has informed me that she is on the road to recovery and that the April issue will come out even if a little late.

Miss Norton has authorized me to go ahead and sell space on the back cover and the inside back cover for April. I can then proceed to make a general solicitation for space inside and for the inside front cover beginning with the July issue.

I have already sold the inside back cover; the firm buying it will make the electrotpe and send it to you on or before March 10th, but they have asked me for Mechanical Requirements. I have set down what I think might be these requirements for the Archivist but of course, would like to have your confirmation that these are correct, and to have your suggestions and additions to the list. I am particularly anxious to have you indicate whether or not you can print half tones on the inside pages; I assume that the outside cover stock will not take half tones, therefore I indicated that we could accept line drawings only on the cover.

Appreciating your suggestions or approval of the attached, I am enclosing an addressed envelope for your convenience, since I am in urgent need of this information.

Sincerely yours,

LIBRARY & ARCHIVES
and
Advertising Manager
for The American Archivist.

cc. to Miss Norton

THE AMERICAN ARCHIVIST

Mechanical Requirements (for advertisers.)

Type size page 5" X 8"

Cover - type size 5" X 8"

bleed page trim size $6\frac{3}{4}"$ X $9\frac{7}{8}"$
(keep all live matter $\frac{1}{4}"$ from all bleed sides).

Illustrations - Limited to line drawings only on cover.

Inside pages 65 line screen half tone.

Published Quarterly (Jan. April, July and October) *on the*

1st of month of issue.

Forms close 5th of month preceeding publication. Advertising copy must reach editor two months prior to publication. Electatype plates may be sent direct to printer.

February 20, 1948

Mr. William D. Overman,
Firestone Tire & Rubber Company,
Akron 17, Ohio.

Dear Mr. Overman:

I am returning to you the list of mechanical requirements which you sent for the AMERICAN ARCHIVIST with only one change. We can print halftones on the text stock if they are 100-line screen. They will not, of course, appear too well for this is an eggshell paper and will not take cuts the way an ordinary smooth surfaced stock will do. The 66-line screen for cuts is a little coarse and, although it will work well for most advertising items, if finer screening is required, we can handle it up to 100. You are correct in assuming that the outside cover will not take halftones.

Sincerely yours,

Harold J. Bachmann

GEORGE BANTA PUBLISHING COMPANY

HJB:gs

Wm. D. Overman
302 E. Catawba Ave.
Akron 1, Ohio

Feb. 27, 1948

Dear Miss Norton:

My first sale backfired! I have received the following wire -
"On account of unforeseen complications it is necessary to cancel advertising in the April, July and October issues of The Archivist as ordered in our letter of February 13th".

So you see I am not as successful a salesman as I had led myself to believe.

I have tried another line or two in an effort to get something for April but it is getting pretty late, so I will redouble my efforts to sell space for the July issue.

Hoping that this finds you well on your way to recovery I am,

Sincerely,



Miss Margaret Norton,
Springfield, Ill.

The American Archivist

PUBLISHED QUARTERLY BY THE SOCIETY OF AMERICAN ARCHIVISTS

MARGARET C.
NORTON

Managing Editor

Archives Department
Illinois State Library
Springfield, Illinois

Editorial Board

KARL L. TREVER

LEON DEVALINGER, JR.

GRACE LEE NUTE

WILLIAM D. OVERMAN

Reviews of Books

RICHARD G. WOOD

News Notes

MARY C. LETHBRIDGE

Technical Committee

GUST SKORDAS

Advertisements

WILLIAM D. OVERMAN

March 3, 1938

Dear Miss Norton:

It was a great pleasure for me to receive the letter in your own hand. I can well imagine how you must feel, for I had a little taste of what you are going through some years ago with an appendectomy. Even though "my operation" was simple compared to yours, it took me several months to feel myself again. I went back to teaching after three weeks, which was too soon. I will be careful not to bring any more problems to your attention than is necessary and it may be that I will not have anything for the April issue anyhow since my first sale backfired.

In this connection, it is needless to say that I was greatly disappointed but I am not discouraged yet.

Attached is a proposed Order Form and general information blank something along the lines of what I will need to solicit advertising. I will appreciate it very much if you will look it over when you feel up to it, and return it with your marginal comments and suggestions. I had thought that it might be better to have it mimeographed this year, since our rates may have to be adjusted on down, and to spare expense. I do think it would be much more effective if it were printed on a card. Maybe we can have this done another year if the advertising campaign produces any revenue.

I lowered the rates from what I had originally intended, do you think they are still too high?

With best wishes from myself and Mrs. Overman for your speedy recovery, I am,

Sincerely,



AMERICAN ARCHIVIST

<u>Rates</u>	4 times	One time only
Page	\$20.00 (each time)	\$25.00.
2 page	\$12.50 "	15.00
Inside front or back cover	\$50.00 "	(non-cancellable)
Back cover	\$75.00 "	"
(Bleed 10% extra)		

Terms (2% disc. 10 days)

All space to be paid as used to Lester J. Cappon, Secty.

Illustrations limited to line drawings only on cover. Inside pages
65-110 line screen half tones

Forms close 5th of month preceding publication. Advertising copy
must reach editor two months prior to publication. Electrotpe plates
may be sent direct to publisher.

Archivists

**The Firestone
Tire & Rubber Company**

HARVEY S. FIRESTONE
FOUNDER

GENERAL OFFICES
AKRON 17, OHIO

AKRON 17, OHIO

March 6, 1948

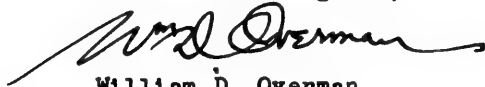
Dear Miss Norton:

I have just received a letter from The Hollinger Corporation of Arlington, Virginia taking a page for \$25.00 in the April and July issues. I am enclosing their letter and attachment. They sell the National Archives and we buy our boxes from them too.

Their advertising copy is due immediately and I will send it to you the first of the week. I hope it will be possible to arrange for a page in the back of the April issue, if not could they have the inside back cover this one time at the same price?

I sincerely hope you are feeling somewhat stronger and I feel rather guilty of obtaining advertising for April because it adds to your editorial duties. But if we can get it in, it is a start, and is \$25.00.

With kindest regards,



William D. Overman

March 10, 1946

Mr. William D. Overman
Archives and Library
Firestone Tire and Rubber Co.
Akron 17, Ohio.

Dear Mr. Overman:

At long last I have got some extra copies of The American Archivist out of storage for you and will send them in a few days - as soon as I can get them to our shipping room for wrapping and mailing.

Congratulations on getting an advertisement from the Hollinger Corporation. I feel that if we once get started, other companies will follow suit. I am sorry your first efforts came to naught, but glad it did not too much discourage you. I am more than glad that you were able to take on this work, for I certainly could not have handled it. In fact, I am under considerable pressure from my doctor and my chief to drop the Archivist entirely. That I am unwilling to do just yet, but will have to give up the editorship on the expiration of my term. It is not too soon to be thinking of who might take it over.

I have no comments on the proposed information circular - it looks all right to me. I don't see how we could lower our rates any more and have it worth the effort. Actually the bill for the 6.5 copies of the 96 page January issue was \$641.77, or a trifle over a dollar an issue. For composition alone the charge is \$2.59 per page for 10 point.

I have copy ready for the printer now for the April issue. I am not quite sure about the number of pages I have this time - over 96 but I don't think 112 (the next number desirable). Therefore until I see the paste-up which comes with galley proof, I cannot say just where this advertisement will fit in. I am inclined to give them the back cover as a bonus this time, but may have an inside page I will want to use. I think it would be better to send copy direct to the printer, at least this time, in order to save time.

It has been just ten weeks today since I left the office, and I hope I can get back to work very shortly. What I could have done with a ten weeks' vacation and the money this sickness has cost me! That makes six operations for me, and I hope I can call myself finished.

Sincerely,

March 17, 1949

Dr. William D. Overman
302 Catawba Ave.
Akron, Ohio.

Dear Mr. Overman:

You probably need the enclosed correspondence for your files. Copy for the advertisement came just in time to go to the printer with the rest of the material for the April issue.

We did not charge the former advertiser, The Denver & Rio Grande Railroad for setting type. I think it will avoid a lot of misunderstanding if we do not charge that as an extra. If making a plate were involved I think we should, or if specially designed type were used. I don't think it is customary to charge advertisers for setting type, is it? Of course we won't be making much profit, but I don't think we can expect to do so until we get quite a few takers, which probably won't be for a year or so.

I am back at work again - today for the first time for a full day - and feel surprisingly well withal. My family doctor, who had turned me over to a clinic for the operations, remarked yesterday that he had been studying my chart at the hospital and was very proud of the reports that I took both operations so calmly with none of the usual jitters. I replied that these two operations make six for me, and that I ought to be used to such performances by now. I hope these will do me from now on out.

Sincerely,

The American Archivist

PUBLISHED QUARTERLY BY THE SOCIETY OF AMERICAN ARCHIVISTS

MARGARET C.
NORTON

Managing Editor

Archives Department
Illinois State Library
Springfield, Illinois

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GUST SKORDAS

Advertisements

WILLIAM D. OVERMAN

April 5, 1948

Miss Margaret C. Norton, Editor
The American Archivist
Springfield, Illinois

Dear Miss Norton:

I sent the galley proof of the Hollinger Corporation advertisement to Mr. Hollinger for his o.k. and also enclosed an envelope addressed to you, asking that he send it direct to you with his approval. I could not approve it since I did not keep a copy of the text, the original being in the printer's hands.*

He claims that the National Archives uses his boxes exclusively. Of course, I do not know this to be a fact, and I do not understand that it is our responsibility to inquire into the claims of our advertisers. If we did guarantee the claims of our advertisers we could then charge a high rate, as having put our "seal of approval" on the products we advertise. Naturally I would not want to have The National Archives come back and say this isn't true, but I am assuming that we are not legally responsible.

What will our policy be regarding the sending of a proof of advertisement to the advertiser. Will you have a copy of the ARCHIVIST sent to Mr. Hollinger when it appears, or will you send me some extra copies, so that I may send advertisers a copy of the journal along with the bill?

Hoping that you are continuing to feel improved, and with best wishes, I am,

Sincerely,



Wm. D. Overman

* It looks fine - attractively set up.

The American Archivist

PUBLISHED QUARTERLY BY THE SOCIETY OF AMERICAN ARCHIVISTS

MARGARET C.
NORTON

Managing Editor

Archives Department
Illinois State Library
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GUST SKORDAS

Advertisements

WILLIAM D. OVERMAN

April 5, 1948

Mr. W. K. Hollinger
The Hollinger Corp.
2000 N. Moore Street
Arlington, Virginia

Dear Mr. Hollinger:
galley

Attached is/proof of your advertisement sent
to me by the editor for approval. She asks that
it be returned to her. I enclose an addressed
envelope for your convenience.

It may be that they sent a copy of it to you
directly for your o.k., if so I would be glad
to know of it.

Sincerely yours,



WILLIAM D. OVERMAN

302 E. Catawba Ave.
Akron 1, Ohio

My dear Miss Norton: The attached proof was sent to us by your
publisher and returned several days ago.
They did a very nice job with it.

W.K. Hollinger
The Hollinger Corporation

Dear Mr. Overman:

I guess this is meant for galley Mary.

If all right, please O.K. & return to me.

RECEIVED

Margaret

APR 5 1948

W. D. OVERMAN

April 10, 1948

Mr. William D. Overman
Archives and Libraries
Firestone Tire and Rubber Co.
Akron 17, Ohio.

Dear Mr. Overman:

It will probably be best for me to send you extra copies of The American Archivist for distribution to the advertisers, so that I will know that they get to the right persons. I think Lester should bill them, however, because all monies are supposed to go through his hands. I think you should work out procedures for that directly with him.

I do not think we are liable for claims made by our advertisers. If anyone objects to them, let them settle the dispute between the two parties.

Just now
came.

So far I have not received back the proof on the advertisement. I kept one copy, however, and will return that to the printer if Mr. Hollinger is too slow.

Although I have just this week received galley proof on the April number, I expect to send copy for the July number to the printer about May 1st.

I am still far from well, but am working full time or almost that much. I think the warm weather ahead will soon get me back to normal for the other difficulties which the doctors found in addition to what they operated upon seem gradually to be clearing up, though the order to lighten my load still stands. That means that I am having to give up the editorship next year. I hate to do it because it is so much fun, but I know in my heart that it is the only thing to do.

Sincerely,

THE Firestone Tire & Rubber Company

HARVEY S. FIRESTONE
FOUNDER

GENERAL OFFICES
AKRON 17, OHIO

AKRON 17, OHIO

April 12, 1948

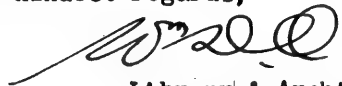
Dear Miss Norton:

I have your letters of April 10th regarding extra copies of the Archivist to send to advertisers as proof of the appearance of the ad. I will work out details of billing them with Les Cappon.

The letter from Mr. Bachman requesting clarification on the matter of who should make the cuts for the Hollinger adv. is clear, and I appreciate it very much that you sent it directly to Mr. Hollinger so as to save time. I am sure that the latter will understand that he is to supply the cut or to pay for it if it is made up by the printer. I recognized the drawings that went along with the adv. copy as being drawings only and assumed at that time that Mr. Bachman would go ahead and make them up. I can see now that I will have to be more specific or perhaps after we run a few our procedure will become routine.

I have noted your reference in your recent letters to the fact that you are back at work full time and hope that you are recovering as rapidly as this would seem to indicate, but we all wish you could break into the work again more slowly. I also note your announcement that you must give up the editorship after this year and this, of course, is quite understandable but nevertheless is an unpleasant thought. The Archivist has taken on new life under your editorship, its appearance has improved 100% and I for one haven't the slightest idea of who could do as good a job as you in this post. Naturally we can't expect you to perform the impossible, as far as work is concerned, but it will be with the greatest reluctance that the Society and the Editorial Board will accept your declaration.

With kindest regards,



Library & Archives

April 12, 1948

Mr. Harold J. Bachmann,
George Banta Publishing Company,
Menasha, Wisconsin.

Dear Mr. Bachmann:

We have received from Miss Margaret Norton your letter of April 7 concerning the cuts for our advertisement.

We assumed that you could make the cuts from the line drawings which we furnished. If this is not possible, we can have the cuts made here and send them to you.

We hope that you can make the cuts so as to avoid any further delay.

Very truly yours,

W. K. Hollinger

THE Firestone Tire & Rubber Company

GENERAL OFFICES
AKRON 17, OHIO

HARVEY S. FIRESTONE
FOUNDER

AKRON 17, OHIO
April 29, 1948.

Miss Margaret C. Norton,
Editor, American Archivist,
Illinois State Library,
Springfield, Illinois.

Dear Miss Norton:

I have exhausted the supply of stationery which your Mr. Cassady sent me the first of the year and will appreciate your sending some more when it is convenient. I had the specification sheet and order blank hectographed as per the proposal I sent you some time ago and have been using it in connection with my soliciting for advertising for the July issue. I sent out about 20 copies of the Archivist to a select list of prospects but received no orders for advertising. In two or three cases I received courteous replies indicating interest but in each case they gave the standard "brush off" to the effect that their advertising budget for 1948 would not permit additional advertising purchases at this time etc., etc.

I then adopted the policy of sending out a form letter, with order specification sheet and an enclosed postal card (with return address) requesting sample copy of the Archivist. We sent out over 40 such letters and to date I have received four requests for sample copies. This procedure seems to have some merit in that I can get the name of the individual and firm to whom a personal letter and follow-up may be directed.

It may be that some of these people may write directly to you or send copy directly to you without its going through my hands but so far as I know there will be no advertisement* in the July issue unless someone of these people comesthrough with copy within the next few days. Even though it may be too late to accept copy for the July issue, I will still endeavor to make a sale to someone having electro-type plates available which could be sent to the printer before he locks up his forms for the July issue.


I hope that you are feeling better as time goes on; and I am sorry not to be more optomistic in my report. It may be that we will have to spend the first year making our contacts and that our efforts will bear fruit another year.

With best personal regards,

Sincerely yours,

* in addition to second run of the
Hollinger Adv.

WDO/j.


W.D. Overman,
LIBRARY & ARCHIVES.

THE AMERICAN ARCHIVIST

Published Quarterly (January, April, July, October); issued 1st day of publication month.

Editorial office: Margaret C. Norton, Illinois State Library, Springfield, Illinois.

Printed by George Banta Publishing Co., Menasha, Wisconsin.

1. <u>Rates</u>	4 times	1 time only
Page	\$20.00 (each time)	\$25.00
$\frac{1}{2}$ Page	12.50 " "	15.00
Inside Back Cover	50.00 " " ... (Non cancellable)	
Back Cover	75.00 " " ... (Non cancellable)	
	(Bleed 10% extra)	

2. Terms: 2% discount 10 days.

All space to be paid as used to:

Lester J. Cappon, Secretary
The Society of American Archivists
Box 203, Williamsburg, Virginia

3. Mechanical Requirements

Type size page 5" X 8" $\frac{1}{2}$ page 5" wide X 4" deep
Cover - type size 5" X 8" Bleed page trim size 6 $\frac{3}{4}$ " X 9 $\frac{7}{8}$ "
(Keep all live matter $\frac{1}{4}$ " from all bleed sides)

Illustrations limited to line drawings only on cover. Inside pages 65-100 line screen half tones.

Advertising copy must reach editor two months prior to publication. Electrotpe plates may be sent direct to printer. Forms close on the 5th of month preceeding publication.

(Over)

4. General Information

THE AMERICAN ARCHIVIST is the journal of The Society of American Archivists, established in 1936. Over 600 copies are printed and distributed to members and subscribers including archivists and librarians in all states in the United States and many abroad. Membership, \$5.00 per year.

Secretary: Lester J. Cappon, Box 203, Williamsburg, Virginia.

Editor: Margaret C. Norton, Illinois State Library, Springfield, Illinois.

Advertising: W.D. Overman, 302 E. Catawba Ave., Akron 1, Ohio.

5. Order Form

_____, 194 ____

The editor of The American Archivist is hereby authorized to insert our advertising regularly each issue in the space indicated below, to be used four (4) times a year (unless otherwise indicated) and until discontinued by either party on 30 days notice in writing, at rates quoted on reverse of this order form. We guarantee payment of accounts for advertising space placed through the designated official of The Society of American Archivists.

Space to be used: _____

Name of Advertiser: _____

By: _____

For the Publisher: _____

Address: _____

Will Overman
302 E. Catawba Ave.
Akron 1, Ohio

May 3, 1948

Dear Miss Norton:

Mr. Barrow has just written me and is taking $\frac{1}{2}$ page in each of the next four issues. He enclosed the two letterheads attached, as his copy. He wants to help us financially, but he points out that his advertisement may lead to a number of individuals sending in a single document to be restored. He says that if his ad. leads to an increase in the number of these unprofitable small orders he might have to discontinue it.

I trust that it is not too late for you to have this set up as a half page in the July issue.

Sincerely,

A handwritten signature in dark ink, appearing to read 'W. Overman', with a stylized flourish at the end.

May 7, 1948

Mr. Wm. D. Overman
302 E. Catawba Ave.
Akron 1, Ohio.

Dear Mr. Overman:

This will acknowledge your letters of April 29 and May 3 with the good news that we shall have 2 ads in the July number. The Hollinger ad will be the same full page ad. I gave them the inside back cover this time (April) as a bonus but will have to put them inside somewhere in July. Mr. Barrow's half page ad will make a good filler.

Page proof for the April number went back two weeks ago so that should be out soon. The May number should have gone to press last week-end but I did not have the News Notes and I had to go out of town for four days to appear in court in the northern part of the State so it did not get ready. I expect to devote all this coming week-end to it.

Except for considerable soreness from a severed nerve which has not yet healed, I seem to feel quite like my old self, though of course I try not to let myself get overtired. In fact, I am easing off both medicine and parts of the diet. I haven't had my final check-up yet so don't know how the old blood pressure is behaving, but the doctor's dictum that I must go at a slower pace from now on still holds. I appreciate what you and other friends have said about the American Archivist and I hate to give it up because it has been so much fun. I have not done many things I had planned for it because especially the last year I have been handicapped first by Mother's illness and death and then by my own illness. This magazine seems about the one activity that I can let go of so it must go.

Sincerely,

I am sending some stationery to you today.

The American Archivist

PUBLISHED QUARTERLY BY THE SOCIETY OF AMERICAN ARCHIVISTS

MARGARET C.
NORTON

June 9, 1948.

Managing Editor

Archives Department
Illinois State Library
Springfield, Illinois

Editorial Board

KARL L. TAEVER
LEON DEVALINGER, JR.
GRACE LEE NUTZ
WILLIAM D. OVERMAN

Reviews of Books

RICHARD G. WOOD

News Notes

MARY C. LETIBRIDGE

Technical Committee

GUST SKORDAS

Advertisements

WILLIAM D. OVERMAN

Dear Miss Norton:

Needless to say I was shocked to read Banta's letter cancelling our contract, especially on such short notice. It poses a real problem and one which I shall endeavor to help you solve in every way that is possible. I note that you have already contacted Torch Press and I am hopeful that Mr. Misack will be able to take on the printing of THE ARCHIVIST. He has the experience desired and I feel that he would be a very fine man to deal with. I have written an acquaintance in New York, who knows printers, asking him to ask an exploratory question or two. I will hear from him in a day or two, and if there is anything favorable in his reply I will forward the information to you. The Ohio State Arch. & Hist. Society Quarterly has been printed for years by F. J. Heer Printing Company in Columbus. They have a big plant but Dr. Lindley used to have trouble getting them to follow his directions to the letter. Rodabaugh, Quarterly's editor now, could report on their present attitude. I have never been impressed with their paper stock or type, but they do set clean copy. This is not a very constructive suggestion but is the only one I can make at the present writing.

I have an urgent request for information from an advertising agent in New York, who has a client who wants to advertise in THE AMERICAN ARCHIVIST. He asks us whether we will accept insert advertising. Specifically he writes: "Our client is interested in running a one-page insert advertisement for four times in your publication. Your rate sheet does not cover the cost or mechanical requirements for such an insert and we would appreciate hearing from you so that we can pass this along to our client and start preparing copy for this advertisement."

My questions are as follow:

Do we want to accept inserts at all?
If so, will we restrict their location to editor's choice or indicate that they will be placed only at end of editorial matter.
Could the insert be put in ahead of
NEWS NOTES?

Would the insert page be accepted if printed
only on one side of the page?

Would we accept color, or must it be in black
and white?

What would be weight of stock acceptable?
Could we accept stock as heavy as #50
or even #70 or 80 lbs.

Would the printer want the pages gummed on one edge to tip in? If so, would costs be so high, that we would have to charge a higher rate than regular page rate for the insert? Some magazines charge inside back cover rate for inserts, but they give the advertiser preferred location, such as center of book, use of heavy colored stock, etc. This would probably not be acceptable to us from the editorial point of view. Of course, I want to get their business, but there is a limit to what we can accept.

It may be that we would want them to print both sides of the insert, although the present inquiry stipulates a "one-page insert."

I realize that it is next to impossible for us to get this in the July issue, unless you can get word from Banta right away, and unless the July issue is to be delayed. Apparently this advertiser could send the sheets to the printer, ready to be inserted if we could ascertain printer's costs and decide on a policy soon. It may be wise, in this case, to write this advertising agent and tell him that October is the soonest we could take his advertisement, and that we would write him as soon as possible about the details. I would have to wait until we establish ourselves with a new printer and obtain the estimate of costs, and just how the new printer would want the stuff to come to him. It would make a difference, depending on how the printer put the journal together. If it is assembled and side-stitched, he would want the pages a certain size and unglued. If the journal is put together, as the last few issues have been, then I presume the printer would want the pages sent to him regular full page size, either gummed on one edge to tip in or ungummed, depending on his method of tipping in.

My letter has been necessarily long, and I am afraid unnecessarily rambling. I trust that everything will work out well for us in regard to obtaining a contract with a new printer.

I note what you say about a committee having been appointed to select a new editor. Of course, I understand your having to give up the editorship as much as I hate to see it come to pass. I do not know who the committee is but I will continue to try to sell advertising and report to you until I am directed to do otherwise.

I have not sent a bill to Hollinger Corp. yet for the advertisement in the April issue. It looked fine and I am certain they will like it. I wrote Les Cappon for some bill heads so I could bill them, also for some extra copies of the April issue. I need some to use for samples. As I understand it, we are to charge Hollinger regular page rate for this advertisement explaining that the cover was a bonus this time.

Sincerely,



W.D.O.J

The American Archivist

PUBLISHED QUARTERLY BY THE SOCIETY OF AMERICAN ARCHIVISTS

MARGARET C.
NORTON

Managing Editor

Archives Department
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Reviews of Books

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News Notes

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Technical Committee

GUST SORDAS

Advertisements

WILLIAM D. OVERMAN

June 15, 1948

Miss Margaret C. Norton, Editor
THE AMERICAN ARCHIVIST
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

My friend in New York wrote me that he had received a letter about six months ago from a firm in Philadelphia soliciting book jobs. He suggests that you might inquire of them to see if they are equipped to do a job of this sort..

The name is The Bingham Company
1315 Cherry Street
Philadelphia 7, Pa.

Sincerely,



William D. Overman

June 16, 1948

Dr. Wm. D. Overman
Firestone Archives and Library
Akron 17, Ohio.

Dear Dr. Overman:

Until we have our new publisher I cannot answer your questions about insert advertising because I would have to confer with him about such matters. Off hand I would say that we would accept inserts provided they could be tipped in, not loose (which calls for higher postage and I presume would not be wanted anyhow.) I inserted Barrow's half page ad at an appropriate place in the middle, as a filler, but as a matter of editorial policy I favor keeping all advertisements at the back and fronts of the magazine. In that way I suppose we could use a one page XXXX insert more or less inconspicuously, though I would like to be in a position to be independent and say all inserts should be on both sides. To achieve that, however, we would probably have to get two advertisers with the same idea. The rate for an insert should take into consideration the much higher cost of insertion over copy included in the regular binding. At present, at least, I do not care to go into color. Perhaps colored advertisements are the coming thing for professional journals, but I would like to have our readers get used to the idea of advertisements at all before we get radical. I have no idea as to possible paper stock because it is likely that we shall not be using present paper stock with the new publisher. It would not be practicable to get this proposed ad into the July number because they are being very slow about getting out proof this time - already way off schedule in getting galley back to me. I just don't want to give them any outs in the way of running in changes of copy this late, though I shall have to change the News Notes to include the announcement of the new Archivist of the United States.

The Torch Press, who publish the Mississippi Valley Historical Review, have agreed to take our magazine, beginning with the October issue, provided we can agree on prices, so I am hoping that can be settled soon. I know they do good work and are satisfactory to work with.

Sincerely,

THE Firestone **Tire & Rubber Company**

HARVEY S. FIRESTONE
FOUNDER

GENERAL OFFICES
AKRON 17, OHIO

AKRON 17, OHIO
July 1, 1948

Miss Margaret C. Norton,
Managing Editor, The American Archivist,
Illinois State Library,
Springfield, Illinois.

Dear Miss Norton:

I received your letter regarding the problem of accepting inserts and will do nothing in this direction until we have established ourselves with the new printer. I am anxious to know how you are making out with The Torch Press and hope that it will be possible for us to get together with them. I have met Mr. Misak and feel that his firm would be a good one to work with.

I am now thinking of advertising for the October issue and would like to get some letters out in the near future. It is my intention to work on three or four prospects and am hoping that a sample copy of the April issue (containing our Hollinger ad) will bring them on.

Les. Cappon sent me a supply of billheads so that I have been able to send a statement to Hollinger with instructions to send their check directly to the Secretary.

I had not noticed Dr. Buck's move to the Library of Congress so that the first word I had of it was in your recent letter. We then checked the New York Times and found the story. I can readily understand that you would want to get that into the news notes of the forthcoming issue.

Hoping that you are feeling strong again and that I shall soon hear from you regarding how our new printer and possible changes in mechanical requirements affect the advertising, I am

Sincerely,



W.D. Overman,
LIBRARY & ARCHIVES.

WDO/j.

July 2, 1948

Mr. William D. Overman
Firestone Library and Archives
Akron 17, Ohio.

Dear Mr. Overman:

Thank you for sending me the address of the Bingham Company of Philadelphia. What we are looking for, of course, is a printer experienced in magazine work, not just a printer. I think we have one. The Torch Press of Cedar Rapids, Iowa, has agreed to take us on and to start with the October number. So far they have not submitted any prices, but we are hoping for the best on that. This is the firm which has published the Mississippi Valley Historical Review for a great many years, and Bertha Josephson, who used to be assistant editor has always said their proof-reading is particularly fine. I hope it works out for us.

Of course I hate to tie the new editor up with a publisher with whom he might not want to continue, but there is nothing else I can do about it. If this proposition falls through I am going after the William Byrd Press of Virginia, about which several persons have written me.

Sincerely,

July 7, 1948

Dr. William D. Overman
Library and Archives
Firestone Tire & Rubber Co.
Akron 17, Ohio.

Dear Dr. Overman:

We have reached the point in our negotiations with the Torch Press to have had them submit prices. These prices are quite a bit higher than we had been paying, but probably no more than we would have had to pay had we been able to continue with Banta. I have sent the bid on to Lester. I don't know whether we shall have to wait for the Council to approve, but I would not think so.

Among other items they quote the price of composition

"pages of advertising at \$550

pages standing and out 1.50

With regard to composition, all totals will be figured to the nearest full page and computation will not be on the basis of fractional pages."

As soon as we finish the negotiations I will let you know and suggest that you discuss some of your questions directly with them. I will write them that it is all right for you to do so. I hope all arrangements will be completed so that I can get copy off to the printer for the October issue on August 1st.

Good luck on your advertising. I have had one amusing comment from a subscriber. "I was very much interested in the Hollinger ad. Why don't you run more ads!"

Sincerely,

The American Archivist

PUBLISHED QUARTERLY BY THE SOCIETY OF AMERICAN ARCHIVISTS

MARGARET C.
NORTON

Managing Editor

Archives Department
Illinois State Library
Springfield, Illinois

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GRACE LEE NUTE

WILLIAM D. OVERMAN

Reviews of Books

RICHARD G. WOOD

News Notes

MARY C. LETHBRIDGE

Technical Committee

GUST SKORDAS

Advertisements

WILLIAM D. OVERMAN

July 13, 1948

Dear Miss Norton:

Thanks for your letter which contains encouraging information about the possibility of The Torch Press printing THE AMERICAN ARCHIVIST. I have some half dozen fairly good prospects for advertisements now and want to write them about October space as soon as possible. When you have made final arrangements with The Torch Press, please let me know and instruct me as to whom I should address my inquiries. Ed Misak?

When I obtain data as to their mechanical requirements I can solicit October ads.

With best wishes, I remain,



July 21, 1948

Dr. William D. Overman
Archives and Library
Firestone Tire and Rubber Co.
Akron, Ohio.

Dear Dr. Overman:

Lester thought we ought to try to get more bids before closing a contract with the printer, but so far we have only the one sure thing, with a company that I know does good work. Therefore, since copy ought to be going out to the printer very shortly after the first of August, I am writing to the Torch Press that we are accepting their contract. I have also told them that you need some advice and will write them direct. I have asked them to send me a carbon of your reply, not that I intend to interfere with such arrangements as you may make, but in order to save us some time.

Will you therefore please take up with them some of those questions you have been asking me and which I cannot answer? Please address

Mr. Paul R. Strain
The Torch Press
324 Third Street Southeast
Cedar Rapids, Iowa.

Sincerely,

The American Archivist

PUBLISHED QUARTERLY BY THE SOCIETY OF AMERICAN ARCHIVISTS

MARGARET C.
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Managing Editor

Archives Department
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Advertisements
WILLIAM D. OVERMAN

July 23, 1948.

Miss Margaret C. Norton, Managing Editor,
Archives Department,
Illinois State Library,
Springfield, Illinois.

Dear Miss Norton:

I am glad to know that final arrangements have been made with the Torch Press and I appreciate your suggestion that I communicate directly with Mr. Strain. I am sending you a copy of my letter to him and will keep you informed by this means, of advertising procedure.

I have asked him the last day which he could accept advertising copy. Perhaps I should ask you that. I am assuming that I can proceed, after obtaining mechanical requirements from Mr. Strain, and that I can use the month of August to attempt to get a couple of new advertisers. In other words I am hoping that you can accept copy as late as September first for the October issue.

Sincerely,



W. D. Overman.

WDO/j.

July 23, 1948.

Mr. Paul R. Strain,
The Torch Press,
324 Third Street Southeast,
Cedar Rapids, Iowa.

Dear Mr. Strain:

Miss Norton, Editor of
THE AMERICAN ARCHIVIST has suggested that I
write to you directly with regard to mechanical
requirements for the information of advertising
clients. I would like to have you write me at
your earliest convenience regarding the following:
type size, page, dimensions; whether you can ac-
cept bleed advertising and the bleed page trim
size; whether you can accept inserts; limitations
on illustrative material.

With regard to inserts, we have a client who
is interested in this type of advertising. I
should like to send him our specifications and
would need to know whether you would insert this
type of advertising by stitching it in or whether
the pages as supplied should be gummed so you
would tip it in. I suppose we should set a limit
as to weight of paper which would be acceptable.
Should we limit it to 60 pound stock or can we
permit stock that heavy. What would be your
suggestion regarding our requirement as to whether
it should be printed on both sides or not?

With regard to illustrations, I am assuming
that you could print cuts on inside pages with
fineness of say 65 to 100 screen half tones. I
do not know what cover stock you expect to use
but I am looking at the June issue of
The Mississippi Valley Historical Review and I
am hoping that cover stock for THE AMERICAN ARCHIVIST
will be similar and will take half tones. In other
words I should very much like to be able to sell a
back cover and an inside back cover to someone who
could supply electrotype plates.

My last question is as to the last day you
could accept advertising prior to publication.

As a member of The Mississippi Valley
Historical Association may I say that I am
extremely well pleased with the appearance
of the Review in its new dress.

Congratulations and best wishes.

Sincerely,

W.D.Overman.

WDO/j

c/c Miss Margaret C. Norton.

July 29, 1948

William D. Overman
302 East Catawba Avenue
Akron 1, Ohio

Dear Mr. Overman:

We have your letter of July 23, and permit us to say that the page size of The American Archivist is 6 $\frac{1}{2}$ x 10 inches, and the type size is 27 picas wide by 46 picas long.

The paper page size before trimming is 7 x 10 $\frac{1}{2}$ inches, so that if you should have an advertisement requiring it to bleed, it should not be larger than 7 x 10 inches or a little smaller.

Should the advertising pages come to us printed it would be best if they were printed on both sides of the sheet, or if they are printed on one side perhaps you could prepare copy for the reverse side and we would then print the reverse side here in our plant. It would then be necessary to tip, or as you suggest, gum the page on to the magazine, following the text.

The American Archivist is saddle stitched and not thread sewed. Sixty pound stock or somewhat heavier will work out satisfactorily in tipping these sheets.

We are enclosing a sample of the stock that we propose to use and sixty-five screen will print up quite well.

The stock used on the cover of the present issue of the magazine is very rough, and illustrations will not reproduce very well. Perhaps we might be able to suggest to Miss Norton the use of stock similar to what is now used on the Mississippi Valley Historical Review, which is a ripple finish, and a little heavier stock. We have ordered some sample sheets of the various colors that may be chosen for the American Archivist. The electro types usually furnished by the advertisers is made of a courser screen so that they would reproduce very well on this cover.

July 29, 1948

As to the last day you could send us copy for the advertising section prior to publication, we are at this time not able to say definitely, however, if you should receive some copy in advance of the deadline that we will give you sometime in the future, send it on to us, and we may be able to set it into type in advance of the deadline.

As you know it is still difficult to procure typesetters and we are trying our best to satisfy everyone with the limited crew that we are able to muster.

Sincerely yours,

THE TORCH PRESS

By

EM:OK

Enc. 1

C/O to Norton

The American Archivist

PUBLISHED QUARTERLY BY THE SOCIETY OF AMERICAN ARCHIVISTS

MARGARET C.
NORTON

Managing Editor

Archives Department
Illinois State Library
Springfield, Illinois

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GUST SKORDAS

Advertisements

WILLIAM D. OVERMAN

August 16, 1948

Dear Miss Norton:

I have just received copy for an advertisement from Walker-Goulard-Plehn Co. of New York through their agent. This is to run four times at \$12.50 each. They sent the copy and will send a cut later.

I hope to have one or two others before Sept. 1st/

Sincerely,



THE HOUSE OF J. HAYDEN TWISS

Advertising

205 EAST 42ND STREET

NEW YORK 17, N. Y.



TO PUBLISHER OF The American Archivist

ORDER NO. 7678

CITY AND STATE Springfield, Illinois

DATE August 6, 1948.

PLEASE PUBLISH ADVERTISING OF (advertiser) Walker-Goulard-Plehn Company
FOR (product) Cellulose Acetate

SPACE

TIMES

DATES OF INSERTION

$\frac{1}{2}$ page

4

October, 1948 and three issues
thereafter.

POSITION

COPY

KEY

CUTS

ADDITIONAL INSTRUCTIONS

RATE

\$12.50 per insertion

LESS AGENCY COMMISSION

PER CENT ON GROSS

LESS CASH DISCOUNT 2

PER CENT ON NET

Subject to standard conditions on back hereof.

~~NAME OF ADVERTISING AGENCY PER~~

The House of J. Hayden Twiss,

Constance Moore

RECEIVED
AUG 16 1948
W.D.
W. D. OVERMAN

Standard Conditions

GOVERNING ADVERTISING CONTRACTS AND ORDERS

Adopted 1920 and Revised 1933 by
American Newspaper Publishers Association
Periodical Publishers' Association of America
Agricultural Publishers Association, and
The Associated Business Papers, Inc.

In cooperation with
American Association of Advertising Agencies

1. TERMS OF PAYMENT

[a]. The agency agrees to pay and the publisher agrees to hold the agency solely liable for payment for the advertising covered by this contract. The agency personally agrees to pay for advertising covered by this contract at the office of the publisher or his authorized representative on or before the last day of the month following that in which the advertising is published unless otherwise stipulated on publisher's rate card on which this contract was based, or when cash discount is deducted but payment date not specified on the publisher's rate card, on the 15th of the month following.

Bills must be rendered not less often than monthly but failure to do so shall not constitute breach of contract.

[b]. The agency agrees to pay in the manner specified in paragraph (a) for all drawings, composition, cuts or mats if furnished by the publisher at the request of the agency provided it is the practice of the publisher to charge for such service.

[c]. Cuts and mats shall be sent to the publisher prepaid. If they are not, the publisher may accept them, and pay transportation and import charges and the agency shall promptly reimburse the publisher.

[d]. If at the end of the advertising period named in the contract or upon prior termination of the contract for any cause, the agency has not used the full amount of advertising contracted for, the agency shall pay to the publisher such amount on all advertising as published as shall be equal to the difference, if any, between the amount due at the rate named in the contract and the amount due at the rate applicable to the quantity of space used, according to that schedule of advertising rates of the publisher on which the contract was based, and upon such expiration or termination said additional sum shall become immediately due and payable. Short rate bills must be rendered within sixty days after the expiration of the contract period, otherwise the publisher agrees to a settlement at the rate named in the original contract. Unless otherwise expressed on the face hereof, this contract may be cancelled by the agency, or less space used, in accordance with the provisions of this paragraph.

[e]. Any bill rendered to the agency by the publisher shall be conclusive as to the correctness of the items therein set forth and shall constitute an account stated unless written objection is made thereto by the publisher or the agency within sixty days from the rendering thereof.

[f]. The publisher reserves the right to cancel the contract at any time upon default by the agency in the payment of bills, or other breach, or in the event of any material violation on the part of the agency of any of the conditions herein named; and upon such cancellation all advertising done hereunder, including short rates or other charges under this contract, and unpaid, shall become immediately due and payable. In case of delinquency in payment or impaired credit of the agency the publisher shall have the right at any time to change the requirements as to terms of payment for further advertising under this contract as he may see fit.

[g]. In all cases where date of payment is material, unless otherwise stipulated the postmark date on the envelope properly addressed to the publisher or to his representative shall be considered the date when payment was made.

2. RATES

[a]. All rates shall be published. There shall be no secret rates, rebates, or agreements affecting rates. All rates shall be furnished agencies if requested.

[b]. "Publisher's rate card" shall be understood to mean that schedule of advertising rates of the publisher upon which this contract is based.

[c]. The rate stated in the contract is the minimum rate at which an equal or less amount of space, for the same class of advertising, to be published in a like position, under the same conditions, within the same period of time, can be secured.

[d]. If additional space is used within the period covered by the contract, where the publisher has a schedule of graduated rates, any lower rate shall be given if earned, according to the publisher's rate card on which this contract is based.

3. ADVERTISING MATERIAL

[a]. The subject matter, form, size, wording, illustration and typography of the advertising shall be subject to the approval of the publisher but unless otherwise authorized in advance no change shall be made without the consent of the agency.

[b]. If the publisher is unable to set any advertisement in the type or style requested, he may set such advertisement in such other type or style as in his opinion most nearly corresponds thereto, and the advertisement may be inserted without submission of proof unless proof before insertion is requested on the face of the order.

[c]. Where cuts, electrotypes, or material furnished by the agency occupy more space than specified in the contract or insertion order, publisher should immediately communicate with the agency for definite instructions. If the publisher is unable to secure definite instructions from the agency, the advertising shall be omitted.

[d]. If agency has contracted for a series of insertions in a publication, and before closing date insertion order and copy for next issue have not been received by publisher, publisher shall notify agency and follow agency's instructions.

[e]. Advertisements ordered set in "space as required" shall be measured from office ad. rule to office ad. rule.

4. PROOF OF INSERTION

[a]. The page containing the advertising or, at the request of the agency, a copy of each issue in which the advertising appears, shall be mailed or otherwise supplied to the agency, which shall be deemed to have received such copy or page unless the publisher is notified in writing of the non-receipt thereof within thirty days after the date of publication. The publisher may mail or otherwise supply an affidavit of publication in lieu of a second copy or page containing the advertisement. Failure to forward or furnish such copy, page or affidavit shall not constitute a breach of the contract.

5. CIRCULATION

[a]. Unless the publisher is a member of the Audit Bureau of Circulations, the agency shall be entitled, upon request, to a statement of net paid circulation verified by a certified public accountant, or in lieu thereof to the right to examine the publisher's circulation books.

6. OMISSION OF ADVERTISING

[a]. Failure by the publisher to insert in any particular issue or issues invalidates the order for insertion in the missed issue but shall not constitute a breach of contract.

In newspapers the advertising must appear in all regular editions issued on the date for which the advertising is ordered. Advertisements omitted from any particular edition or editions must be reported to the agency and if received in time and omitted through fault of publisher must be made up or adjusted unless otherwise instructed.

Unless otherwise stipulated, the publisher shall have the right to omit any advertisement when the space allotted to advertising in the issue for which such advertisement is ordered has all been taken, and also to limit the amount of space an advertiser may use in any one issue.

7. GENERAL

[a]. The agency agrees that it will not rebate to its client any part of the commission allowed by the publisher.

[b]. In dealing with agencies, the publisher shall follow a uniform policy to avoid discrimination.

[c]. Unless later date is specified in publisher's rate card, advertising in newspapers shall begin within thirty days from the date of this contract, or contract becomes null and void.

[d]. A waiver by the publisher of any default or breach by the agency shall not be considered as a waiver of any subsequent default or breach of the same or any other provisions hereof.

(OVER)



FIRESTONE PARK
STATION



Miss Margaret C. Norton, Editor
The American Archivist
Illinois State Library
Springfield, Ill.

RECEIVED

AUG 19 1948

ILLINOIS STATE LIBRARY-A

8/17/48

Dear Miss Norton:

I sent you copy for an advertisement prepared by J. Hayden Twiss for the Walker-Goulard-Plehn Co. of New York. I want to be certain that it reached you since I did not keep a copy of it. If it arrived o.k. please disregard this card.

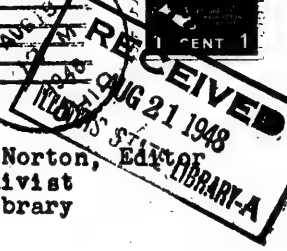
Sincerely,

W.D.O.

Wm. D. Overman
302 E. Catawba Ave.
Akron 1, Ohio



FIRESTONE PARK
STATION



Miss Margaret C. Norton,
The American Archivist
Illinois State Library
Springfield, Ill.

Aug. 19, 1948

Dear Miss Norton:

I mailed the lot for the Walker-Goulard
Flehn Co. advertisement directly to The
Torch Press, Cedar Rapids, Iowa today.

Sincerely,

Wm. D. Overman
302 E. Catawba Ave.
Akron 1, Ohio

August 20, 1948

Mr. Wm. D. Overman
302 E. Catawba Ave.
Akron 1, Ohio.

Dear Mr. Overman:

The advertisement for the Walker-Goulard-Plehn Co. of New York has been received and sent on to the printer. Will the cut be sent directly to him or to me?

How about the Hollinger Corp. advertisement? Is that also to be continued? The old printer has not returned the cut to me and we may have to have a new cut made for I suspect this has been destroyed. Please let me know about this as soon as you can. I am writing the old printer today about this. I should have done so sometime ago, but it slipped my mind. I haven't been able to do much work the past couple of weeks because I discovered a serious eye condition when my glasses were changed a couple of weeks ago - an inability to focus which requires a special prismatic lens which has not yet come. The new glasses, corrected to changes in astigmatism and far sight have accentuated my consciousness of the condition which causes sleepiness and nausea.

If I use my eyes for any length of time. I guess it is as well that I planned to give up the editorship.

Professor Theodore C. Pease, head of the History department at the University of Illinois and former editor of the AMERICAN ARCHIVIST was found dead in bed on August 11. He was only sixty. We have been friends since 1912 so it was quite a shock for me.

Sincerely,

The American Archivist

PUBLISHED QUARTERLY BY THE SOCIETY OF AMERICAN ARCHIVISTS

MARGARET C.
NORTON

Managing Editor

Archives Department
Illinois State Library
Springfield, Illinois

Editorial Board

KARL L. TRAEVER

LEON DEVALINGER, JR.

GRACE LEE NUTE

WILLIAM D. OVERMAN

Reviews of Books

RICHARD G. WOOD

News Notes

MARY C. LETHBRIDGE

Technical Committee

GUST SKORDAS

Advertisements

WILLIAM D. OVERMAN

Aug. 23, 1948

Dear Miss Norton:

I have just received your letter and am very sorry to hear of the difficulty with your eyes. I hope that it will be corrected with the new lens. I read a note about Professor Pease's death in the paper and was surprised because he was right in the prime of life.

The Walker-Goulard-Pelhn Co. cut was sent to me last week and I sent it directly to the printer in Cedar Rapids insured. I trust that this procedure was o.k.

So far Hollinger Corp. have not sent their approval to continue their ad. I wrote them about it and hope that approval will come in time to make the October issue.

Sincerely,

W.D.O.

The American Archivist

PUBLISHED QUARTERLY BY THE SOCIETY OF AMERICAN ARCHIVISTS

MARGARET C.
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Managing Editor

Archives Department
Illinois State Library
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Technical Committee

GUST SKORDAS

Advertisements

WILLIAM D. OVERMAN

August 31, 1948

Dear Miss Norton:

I have just received word from The Hollinger Corp. to continue their ad. for four issues. I am sorry that they were so slow in authorizing it and hope that it will be possible for you to get the cuts from Banta and that The Torch Press can get it in the October number.

Mr. Hollinger has asked that the word "exclusively" be deleted from the copy and also that a line be added at the bottom of the ad. --"Please write for quantity prices"---

He also asks if he can change the copy for the last two of the four ads. If I do not hear from you to the contrary, I will tell him that he may do so. At this stage I expect that we will be able to permit this, even though we will have to pay to have it reset.

I am very glad to have his testimonial to the effect that the first two ads. brought "wonderful results". I can use this effectively someday, I am sure, in my efforts to induce other companies to buy space. It is a tough row to hoe at the best. I hope your eye trouble has been improved.

Sincerely,



Copy of Mr. Hollingers letter is attached.

C
O
P
Y

Dear Mr. Overman:

Please continue to run our ad for four issues at the price stated above. We would like to take out the word "exclusively" and have the copy read 'Used by the National Archives etc', Please add to the bottom the following line 'Please write for quantity prices'.

The first two ads in your publication have brought wonderful results and have already made for us quite a few new customers.

Please let us know if we may change the ad for the last two issues of the four issue run. We have other storage cases which we should feature. Thanks for the copy of The American Archivist.

Very truly yours,

(signed) W. K. Hollinger

September 3, 1948

Mr. William D. Overman
302 East Catawba
Akron, Ohio.

Dear Mr. Overman:

Thanks for the renewal of the ad. I have sent copy for the Hollinger ad, with corrections, and with the cuts, which I had secured from Benta.

Since we have the one page and the two half page ads, don't you think the best place for them would be on the last white page in the number? I haven't all galley proof back yet, so am not sure just how my pages are coming out. Are you charging Hollinger for the inside back cover? If so, I have places where I can run the half page ads as fillers. Or do you think, I had better try to keep all ads concentrated? I'll do it the way you think the advertisers would prefer. But I have to know where this Hollinger ad is to go in laying out copy, and should have this information as soon as possible since I expect the rest of my galley within the next few days, and this is the time I have to decide whether or not my pages are coming out even.

We cannot take any more ads for October.

You will be pleased to learn, if you have not already heard, that the new editor is to be Karl Trever. Karl will do a superb job, and I am relieved to know that my burden will be lifted, even if not until the expiration of my term, meaning he would begin with the July issue.

Sincerely,

The American Archivist

PUBLISHED QUARTERLY BY THE SOCIETY OF AMERICAN ARCHIVISTS

MARGARET C.
NORTON

Managing Editor

Archives Department
Illinois State Library
Springfield, Illinois

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GUST SKORDAS

Advertisements

WILLIAM D. OVERMAN

Sept. 7, 1948

Dear Miss Norton:

Thanks for your letter about the location of the three ads. in October issue. The Hollinger Corp. ad is on the price basis of an inside page. We gave them the inside cover space as a bonus before so I presume that we ought to put their ad inside unless it works out so that you need the space and wish to put it on the cover again to make your space come out even.

The other two are half-page ads and they could go together on one page at the end. However, if you find that you can use them to fill out a page at the end of articles or sections, I am sure the advertisers would like it better. In other words, I am passing the ball right back to you by saying that you can place them wherever they fit in the best for you.

I wish I did have an ad for the inside back cover for October. I hope that we can get one soon. Perhaps after I receive some copies of the October issue with three ads in it, I can induce someone to take this space. I am anxious to see the October issue from The Torch Press.

I had not heard that Karl Trever is the editor designate. I am sure he will do a good job. I assume from your letter that you will carry on until next July. The magazine has certainly improved wonderfully under your editorship and every one owes you a lot.

It ought to be a nice drive to Raleigh and Mrs.O. and I hope to make it.

Sincerely,



Springfield, Ill.
September 17, 1948

Dr. Wm. D. Overman
302 E. Catawba Ave.
Akron 1, Ohio

Dear Mr. Overman:

Copy for certain pages of October number were so delayed that I was unable to calculate my space in order to get everything within the 96 pages. I had to put the ads on the back cover. The two half pages ads will go on the inside and the Hollinger will go on the outside again. Bill them as though they were inside and explain to them that this was a bonus caused by an editorial emergency and that of course they cannot continue to get the outside cover position for inside rating.

Incidentally, I have not received proof for any of the ads this time. In returning the galley proof to the printer I mentioned the fact. Perhaps it was sent to you instead. I am leaving on my vacation tomorrow and of course will not be able to do anything until I return. I presume the proof for the ads will come through with the page proof.

Sincerely,

MARGARET C. NORTON

MCN:mr

November 20, 1948

Dr. William D. Overman
Advertising Manager
The American Archivist
302 E. Catawba Ave.
Akron 1, Ohio.

Dear Mr. Overman:

The AMERICAN ARCHIVIST went to press last week, but I am not certain whether we have repeats for all our advertisements. Will you please drop the printer and me a line about it?

I was sorry to have seen so little of you at Raleigh. I seemed to be tied up in committee meetings most of the time. Another year I shall not longer be an officer and hope to have more time to circulate among friends.

Sincerely,

The American Archivist

PUBLISHED QUARTERLY BY THE SOCIETY OF AMERICAN ARCHIVISTS

MARGARET C.
NORTON

Managing Editor

Archives Department
Illinois State Library
Springfield, Illinois

Editorial Board

KARL L. TREVER

LEON DEVALINGER, JR.

GRACE LEE NUTE

WILLIAM D. OVERMAN

Reviews of Books

RICHARD G. WOOD

News Notes

MARY C. LETTIBRIDGE

Technical Committee

GUST SKORDAS

Advertisements

WILLIAM D. OVERMAN

Nov. 24, 1948

Miss Margaret C. Norton, Editor
The American Archivist
Illinois State Library
Springfield, Ill.

Dear Miss Norton:

The three advertisers we had in the October issue bought space for four times, so that they will be repeated in the January and April issues. I am working on some additional prospects but so far have nothing to report in addition to the above.

We enjoyed our Raleigh meeting very much and are looking forward to next year in Quebec. I expect to go to the American Historical Association meeting in Washington at Xmas too.

Sincerely yours,

CC To The Torch Press



Advertising Mgr.

N.B. W.J. Barrow told me that he considered his adv. more in the nature of a good-will gesture than as a business proposition and he suggested that you feel free to limit his card to any space available. In fact, he intimated that he would rather see his card appear in a smaller space than a full half-page. Of course, he will pay the $\frac{1}{2}$ page rate but if you have a third or even $\frac{1}{4}$ page left at the end of some article which would take his adv. conveniently, he would like that just as well as the full half-page.

WDO

THE AMERICAN ARCHIVIST

EDITOR'S CORRESPONDENCE WITH SOCIETY OF AMERICAN ARCHIVISTS MEMBERS
1947-1948

(THIS FILE IS FROM THE SOCIETY OF AMERICAN
ARCHIVISTS' ARCHIVES WHICH ARE LOCATED AT THE
UNIVERSITY OF WISCONSIN ARCHIVES, MADISON -
RECORD SERIES 200/7/2 - BOX 1, FILE 11.)

Officers and Directors

JOHN EVANS, *President*
HENRY SWAN, *1st Vice-Pres.*
STEPHEN H. HART, *Secretary*
L. R. KENDRICK, *Treasurer*
LEVETTE J. DAVIDSON
COLIN B. GOODYKOONTZ
W. S. JACKSON
CALDWELL MARTIN
JAMES C. PEABODY
GOV. JOHN C. VIVIAN, *Ex-Officio*
LEROY R. HAFEN, *Executive Director*

THE STATE HISTORICAL SOCIETY



OF COLORADO

Established by Act of the Second General Assembly, 1879

All collections belong to the State

PUBLISHER OF COLORADO MAGAZINE

State Museum, Denver, Colorado

September 22, 1947

Administrative Staff

LEROY R. HAFEN
*Executive Director
and State Historian*
EDGAR C. McMECHEN
Curator of the State Museum
HERBERT O. BRAYER
State Archivist
VIRGIL V. PETERSON
Associate Archivist
FRANCES SHEA
Librarian
JAMES R. HARVEY
Assistant Historian
CELESTE ALBRIGHT
Assistant Archivist
THELMA CHISHOLM
Accountant-Secretary
HELEN R. O'DONNELL
Collector of War Records

Regional Vice-Presidents

CHARLES H. LECKENBY,
Steamboat Springs
District 1—Comprising the
Counties of Grand, Moffat
and Routt

F. W. STOVER,

Fort Collins
District 3—Counties of
Jackson and Larimer

OLIVER M. DICKERSON,
Greely
District 5—Counties of
Adams, Morgan and Weld

A. M. BIGGERSTAFF,

Sterling
District 4—Counties of
Logan, Phillips, Sedgwick,
Washington and Yuma

CARL W. FULGHUM,
Glenwood Springs
District 6—Counties of
Eagle, Garfield, Pitkin
and Rio Blanco

JOHN HARVEY,

Leadville
District 4—Counties of
Chaffee, Lake, Park
and Summit

A. A. PADDOCK,

Boulder
District 7—Counties of
Boulder, Clear Creek,
Gilpin and Jefferson

EDWIN A. REMIS,

Littles
District 8—Counties of
Arapahoe, Douglas and
Elbert

MRS. DOROTHY SHAW,

Colorado Springs
District 9—Counties of
Cheyenne, El Paso, El
Cerro, Lincoln and Teller

LOIS B. BORLAND,

Canon
District 10—Counties of
Dolores, Gunnison, Hinsdale,
Monte, Montrose, Ouray
and San Miguel

A. W. McKENNIE,

Pueblo
District 11—Counties of
Custer, Fremont and
Pueblo

FRED M. BEY,

Lamar
District 12—Counties of
Bent, Broom, Cheyenne,
Kiowa, Otero and Fremont

MRS. W. N. SEARCY,

Durango
District 13—Counties of
Archuleta, Dolores,
La Plata, Montezuma and
San Juan

LUTHER E. BEAN,

Alamosa
District 14—Counties of
Alamosa, Conejos, Costilla,
Huerfano, Rio Grande and
Saguache

MRS. R. A. JUSTIN,

Pueblo
District 15—Counties of
Huerfano and Las Animas

Miss Margaret Norton, Archivist
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

The meeting was interesting and lots of fun and we deeply missed you being with us. I join with ^{my} other friends in sending our profound condolences upon the loss of your mother.

In a few days I shall send you the papers I managed to collect and hope you will find some worthy of publication.

Cordially yours,

Herbert O. Brayer
Consultant for Archives--UNESCO

HOB:lis

P. S. My best to Helene Rodgers.

HOB

September 26, 1947

Mr. Herbert O. Brayer
Consultant for Archives-- UNESCO
State Archives
State Museum
Denver, Colorado.

Dear Mr. Brayer:

It was a great disappointment for me to have had to miss the meeting, which, from all I have heard, was interesting, both from a program standpoint and from the things you had to show in the way of sights. All those with whom I talked had been particularly disappointed that you were not able to show them an equipped archives vault, plans of which you have been showing us so enthusiastically these several years. I know how you feel about that, for we did not get the furniture for our building until the day before we were to dedicate it and had visions of having to show an empty building at least so far as the offices went.

I shall be glad to get the papers as you collect them. I do not know whether when I wrote you about that I mentioned that it is also the duty of the chairman of the Program Committee to write the description of the annual meeting for the American Archivist. You can get an idea of what is wanted from the January issues. This must be in my hands by November first, the deadline for the January issue. Perhaps you may need to keep the papers for a little while to help you prepare that.

What you had to say about European archives was very interesting. Perhaps you should write up that report for our News Notes or even as an article.

Thank you for your kind words about my recent loss. One can hardly expect to keep a person who has lived 87 years, but it is not easy to reconcile reason with the emotions.

We are still looking forward to a visit from Mr. Peterson and you at Springfield.

Sincerely,

MARGARET C. NORTON
Managing Editor
The American Archivist

December 1, 1947

Dr. Oliver W. Holmes
Chairman Foreign Relations Committee
Society of American Archivists
The National Archives
Washington 25, D. C.

Dear Holmes:

This is to report progress and some success with regard to the UNESCO Archives program for 1948. I have just returned from Mexico City where the program and budget commissions have accepted our modest recommendations and given us a "green light." Though the light is but a small one for the coming year it can become a beacon for our profession if all concerned throughout the United Nations cooperate without regard for personal ambitions or nationalistic aspirations.

As you probably know the secretariat, after months of serious consideration, presented to the Executive Board a budget approximating \$8,500,000 for the year 1948. The Board carefully scrutinized the proposed program and expenditures and then gave its approval, recommending its adoption to the member nations. The size of the suggested appropriation, however, gave great concern to a number of countries—especially those belonging to the so-called "soft currency block"—and at Lake Success the United Nations adopted a resolution expressing grave concern over the size of the UNESCO budget and called upon the Mexico City general conference to reduce it. This was the background for the revised program drafted in Mexico City the past several weeks.

The United States delegation arrived at the conference prepared to support the full \$8,500,000 budget recommended by the Executive Board. The British, Norwegians, Dutch and a number of other countries, however, lost little time in recommending top budget figures varying from \$6,500,000 to \$7,500,000. A curiously worded resolution, proposed by Australia's chief delegate, Dr. Walker, placed a "ceiling on the global budget of \$8,000,000." Members of the secretariat were immediately aware that this action was far from establishing an \$8,000,000 budget. The result, of course, was the close scrutiny of each project with the evident intention of scaling downwards the over-all figure by elimination of some projects and curtailment of others.

With this background in mind I ask you to remember that the proposed archives program, while considered important in some

quarters, was, nevertheless, considered less important than many other projects which "contribute to the maintenance of peace by promoting understanding between peoples." I must confess that members of our own UNESCO relations unit of the State Department had expressed to me their concern over whether archives were a legitimate project for the consideration of UNESCO. There are also a number of foreign countries who, while anxious to have assistance in rehabilitation, are just a bit worried as to America's intentions in the field of archives.

Previous to the actual meeting in Mexico City we in the secretariat, after consultation with archivists throughout Europe as well as in the United States, decided that our best contribution during 1948 would be in assisting the archives profession itself to establish an international body. Future work of UNESCO's archives division could then be carried on with assistance and advice of such an international council of archivists. We, therefore, presented to the UNESCO delegates a program which called for the active assistance in the creation of such an international body and requested a budget which would permit us to aid in the calling of a conference in Paris in the summer of 1948 of representative archivists who would formulate the international organization.

With the generous assistance of Dr. Luther H. Evans, Librarian of Congress, the American delegation supported this program and the working party unanimously approved its submission to the budget and program commission. I am happy to add that the latter unanimously approved. We, therefore, have before us at this time the job of preparing for an international conference in Paris. The budget is not such that we can finance an expensive assembly but it is hoped that we can draft an agenda and prepare a tentative outline of an organization for presentation to a representative group of archivists who would represent America, Europe, and Asia. We have in mind some nine (9) or ten (10) men and our program calls for contacting them in the intervening months and working out the details for the coming conference. A general conference of archivists, it is hoped, would be held at some future date to implement the work of this preparatory group. The secretariat is now engaged in gathering for our guidance the constitutions of a number of international bodies which would be similar to the proposed archivists organization.

I am well aware that many will consider the foregoing as a small beginning but I sincerely hope that it will be recognized that with the total UNESCO budget amounting to less than the cost of one American destroyer (and about \$100,000 less than the budget of the University of Nebraska) we are not going to be in a position to do all that might be considered desirable or even vital.

May I have your earnest cooperation and suggestions? The problems faced in the mere matter of planning for the conference

in the summer of 1948, are great. We have unanimously decided that it is our desire, as expressed in the purposes of UNESCO, to promote the formation of a democratic organization which would represent the entire profession and not just the "top bracket." If we succeed it will be because you and others like you have a sincere interest in furthering international understanding.

Sincerely yours,



Herbert O. Brayer
Consultant for Archives--UNESCO

HOB:elh

cc Christopher Crittenden

Solon J. Buck

Herbert Kellar

Miss Margaret Norton

December 11. 1947

Mr. Herbert O. Brayer
Consultant for Archives -UNESCO
Division of State Archives
State Museum
Denver 2, Colorado.

Dear Mr. Brayer:

Congratulations on your report about archives at the UNESCO meeting. You do not state how much of a budget you finally achieved for the archival program. I would like to have included this report in the January number of The American Archivist but since that is already in galley proof and ready to be returned to the printer, we shall have to wait until the April number. Presumably by this time you will have a more tangible report to make with Dr. Holmes.

Personally I have been dubious about the practicality of an international congress of archivists as early as 1948. It would be impossible for governments to finance an adequate representation and certainly archivists as white collar men are in no position to pay their own expenses. We might have a good delegation from the United States, but as you point out in your report, some of the European archivists are suspicious of American archivists anyhow. We should allow more time for relaxation of international tensions, even though archivists like most professional persons have less racial and nationalistic prejudices than the man of the street, still it must be impossible for persons who have survived such a cataclysm as the war in Europe and Asia to have recovered perspective completely. We should allow time for repatriating dispersed archivists and above all, time for archivists of the war areas to collect their own thoughts and to work out plans for the postwar rehabilitation of their archives. For instance, the division of the imperial archives of India is going to call for reconsideration of archival theory and perhaps new techniques. If we hold an international conference prematurely, we American archivists are bound to be in a position which will make us tell foreign archivists "how we do things" and that would be bad for the morale of all of us. I think we should wait for an international conference until we could humbly ask our elder archivists how they are doing things and then modestly offer our thoughts as equals rather than as superiors.

It is well and good to be having international conferences of one or two representatives from each country to discuss the need for a conference and to work out tentative programs for

an international association of archivists. I do not think such an association should be organized or an international congress of archivists assembled before 1950 at the earliest. And I am inclined to think it would have been better to have maneuvered to get someone like Jenkinson or Re or Sen to have made the first open bid for such cooperation. I understand that Dr. Buck himself now thinks he should have sent out his letter as President of the Society rather than as Archivist of the United States. Assumption of "leadership" by the rich man who is foreclosing mortgages is poor psychology. Probably I am wrong, however, for no one else seems to agree with my caution. I regret deeply that I was unable to have heard the discussions of the program at the Colorado meeting.

Are you going to the Cleveland meeting? I played with the idea of going, but don't think I am quite up to it physically yet. Even strict observance of diet and medicine hasn't entirely quieted down the old gall bladder yet, and I can just guess what fatigue and convention food might do to me. If you go, I very much want you to stop over in Springfield either going or coming. I want to talk over some of these questions with you, and of course I want you to see our building.

And are you going to be a good little boy and send me your report on the meeting in time for inclusion in the April issue (not later than February 1st)? And also please send on the papers as soon as you are through with them for we ought to begin publishing them before they become dated.

Sincerely,

CLASS OF SERVICE

This is a full-rate Telegram or Cablegram unless its deferred character is indicated by a suitable symbol above or preceding the address.

AA58

WESTERN UNION

JOSEPH L. EGAN
PRESIDENT

1201

SYMBOLS

DL = Day Letter

NL = Night Letter

LC = Deferred Cable

NLT = Cable Night Letter

Ship Radiogram

The filing time shown in the date line on telegrams and day letters is STANDARD TIME at point of origin. Time of receipt is STANDARD TIME at point of destination.

A.VB391 NL PD=DENVER COLO 17

MISS MARGARET C NORTON=

1947 DEC 17 PM 4 54

ARCHIVES ILL STATE LIBRARY SPRINGFIELD ILL=

BUCK HOLMES CRITTENDEN AND I MEET CLEVELAND 28TH AND 29TH
TO DISCUSS UNESCO ARCHIVES CONFERENCE. CERTAINLY HOPE YOU
CAN COME AS RESERVATION EXPRESSED IN YOUR LETTER ARE
EXACTLY MY OWN. COME AND LEND ME YOUR SUPPORT=

HERBERT O BRAYER.

28 29 UNESCO

THE COMPANY WILL APPRECIATE SUGGESTIONS FROM ITS PATRONS CONCERNING ITS SERVICE

December 18, 1947

Mr. Herbert O. Brayer
Archives Consultant UNESCO
Colorado State Archives Department
State Museum
Denver, Colorado.

Dear Herbert:

Despite your telegram and another urgent plea for me to attend an important committee meeting in connection with The American Archivist, I cannot go the Cleveland meeting. In October I was hospitalized by an acute gall bladder attack, a recurrence of an old ailment which had long been quiescent. Although X-ray pictures do not indicate a serious condition, the affair is not yet completely under control. So long as I keep to regular hours and a strict diet I feel fine, but two recent attempts to attend dinner parties and eat what everyone else does have brought on severe attacks again. It would be very foolish for me to undo all I have done by subjecting myself to the fatigue of crowded holiday travel and hotel food, so once more I must lose out on the American Historical Association.

Solon's mind is made up - he is going to have an international conference of archivists before he retires in a year or so, or "bust". I feel very strongly that this is not the time and wrote to you as I did with the idea that you might use it as a basis for discussion with other archivists who are merely going along with Solon's ideas without having given too much thought in the matter.

I will be glad to open the columns of The American Archivist for discussion pro and con, but so far have had discouraging responses to invitations for lively discussions. Sorry to disappoint you.

Sincerely,



Division of State Archives

STATE OF COLORADO

STATE MUSEUM, DENVER 2, COLORADO

December 23, 1947

HERBERT O. BRAYER, STATE ARCHIVIST

VIRGIL V. PETERSON, ASSOCIATE STATE ARCHIVIST

Miss Margaret C. Norton
Archives Department
Illinois State Library
Springfield, Ill.

Dear Margaret:

Thanks for your letter of the 18th and I am truly sorry that you won't be with us at Cleveland.

I, too, oppose Solon on the matter of an international conference, but my opposition stems largely from his methods. We quite approve the necessity or at least the desirability of an international archivists organization. We do not believe, however, that it is desirable to have an international conference in 1948. What I envision is a conference of twelve or fourteen archivists in Paris late this coming spring or early summer at which plans for an international organization could be drafted, a tentative constitution outlined, and a program for an international conference in 1949 or 1950 prepared. How does this meet with you?

I am thoroughly opposed to the initiative being taken by this country for either an international organization or an international conference. My reasons are almost the same as yours. From your previous letter I gather that Solon now feels he made an error in addressing his previous letters as Archivist of the United States. I have told him this a number of times for it was silly for the Archivist of the United States, on his official stationery and in his official capacity, to expect the type of replies and frankness which he desired and which he requested "unofficially." I visited every archivist in Western, Central, and Southern Europe that I could find and I am thoroughly conscious of the difficulties which have already been raised by Solon's actions.

With Holmes he now proposes that either he or the Society of American Archivists (rather than UNESCO) issue the call for the first international conference. Now, I am just one person but I have indicated to the UNESCO Executive Council that I thoroughly oppose this idea and that if it is called in any such manner I desire to resign and withdraw entirely, for I don't

want my European friends and colleagues to look upon my actions as another instance of Yankee culture imperialism. I have proposed that the *modus operandi* be as follows:

That the executive director of UNESCO issue a formal letter to all national commissions (State Departments or Foreign Offices) of the countries serving on the executive council requesting such countries to officially send one delegate to a proposed conference in May or June at which an international congress of professional archivists will be discussed and outlined.

I should hope that the State Department of the United States would, upon receipt of such a letter, ask the president and council of the Society of American Archivists to nominate the American delegate. What do you think of this plan?

I leave for Cleveland on Friday and would appreciate your answer or comments in care of the Hotel Cleveland, Cleveland, Ohio.

My sincere best wishes for a very Merry Christmas and a very Happy New Year.

Sincerely yours,



Herbert O. Brayer
State Archivist

HOB:elh

March 3, 1948

Mr. Herbert O. Blayer
State Archivist
Colorado State Museum Building
Denver, Colorado.

Dear Herbert:

Though I am still unable to sit up all day, I am gradually regaining my strength and trying it out on a little American Archivist work each day. I instructed Mr. Cassady to acknowledge all Archivist mail in my absence, but apparently he did not write you on receipt of the papers for the convention. Thank you for them.

I have two questions for you in connection therewith. Should your title as author of the report on the meeting be given as archivist of Colorado, or do you prefer the Consultant to UNESCO? I should think the first would be more appropriate since that was the reason for your appointment as chairman of the program committee.

The second question relates to the copy of the article entitled "The present state of Czechoslovak Archives" which you have loaned to me. I should like very much to publish this in the American Archivist but do not know where it was originally published. It is necessary to write to the original publisher for permission to reprint, and also to acknowledge the source. Do you have this information?

It was a keen disappointment to me to be unable to attend the Colorado meeting to which I had been looking forward ever since we got the invitation. I was glad, however, that my assistant, Miss Scheffler could attend in my place. We are so short staffed here that it is hard for two of us to be away at once.

The Council sent me beautiful flowers while I was in the hospital, and I wish to thank you for your share.

Sincerely,

January 22, 1947

Mr. Phillip C. Brooks
National Archives
Washington, D. C.

Dear Brooks:

Three or four years ago you along with some others compiled a list of State Archival Authorities; it has been in almost daily use since at the Hall of Records. Don't you think it would be of service to revise this list? Print it in the American Archivist and keep it revised in such a printed form to be published at least once a quarter. I am sending the same suggestion to President Norton but unless you or some other well disposed person at the National Archives does the work no list will ever appear.

Sincerely yours,

RT/zms

Roger Thomas,
Assistant Archivist

THE SOCIETY OF AMERICAN ARCHIVISTS

R. D. W. Connor, President
Chapel Hill
North Carolina

Address Communications to:
Lester J. Cappon, Secretary
University of Virginia Library
Charlottesville, Virginia

Personal

January 23, 1947

Miss Margaret C. Norton
Illinois State Archives
Springfield

Dear Miss Norton:

Many thanks for your good letter of January 14 apropos of my illness. It was really quite apropos, for as you hoped I do now feel that my experience of last fall has enabled me to be pretty completely free of the digestive upsets that have bothered me off and on for 14 years. My regular physician, whom I have been to since 1935, has taken care of my successive appendicitis, ulcer, colitis, and what not and has constantly told me not to stack up too much work and to go easy on diet when I saw a period of stress ahead. The trouble was that I never saw them coming until too late. He always said my difficulties stemmed from worry, and that was accentuated by my taking on too many outside writing jobs at once this past year. They were jobs I enjoyed, particularly the SAA History, but they had deadlines and the deadlines bothered me. In early October he suggested my going to a psychiatrist, an idea that I didn't welcome at first, but which I soon found to be very wise. It was slow going and in November I developed what seemed like a pretty bad depression, so they advised my going to Johns Hopkins. There I was automatically prevented from worrying about getting things done, since I couldn't get at them, and at the same time taken off all my special diet and practically all medication. There was also a series of "conferences" with the doctor. It proved to be not only a profitable but an extremely interesting experience, for I started feeling better immediately, and saw them do wonders to people that were really far sicker than I. By the time I came home, the week before Christmas, I not only was completely confident of being able to handle whatever came along, but had had a chance to build up my strength through hard exercise to the point that I've felt better than for years. Perhaps I wouldn't write this account for publication in the journal, but your letter evinced friendly interest, and as a matter of fact I'm so pleased by the results of this experience that I'm glad enough to tell people about it. Incidentally, I eat anything now and have no difficulty.

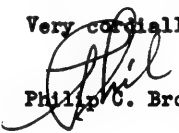
As you've probably heard we've had a complete reorganization in the Archives as of Jan 2. The general plan makes sense to me, including the abolition of my former job, and my present assignment is quite challenging. I look forward to some interesting work, including a chance to get closer to the research utilization of records than I've been through the war. I'm Assistant Director, under my good friend Mr. Price, of a new General Records Office (I

don't like the title) which handles all dealings with the agencies that take care of foreign affairs, top level management, fiscal affairs, justice and the courts — including custody of their records here and reference service on them. My own research training is in diplomatic history, and I've worked a lot in recent years with the fiscal and over-all management agencies, so the field appeals to me.

In the Society I asked Lester and Mr. Buck last fall to let me out of committee chairmanships, when I wasn't feeling so well, and I'm glad of it now even though I feel fine. I do want to plan my time a little more sensibly and not to bite off more than I can chew. The proposed bulletin on records administration in state and local government is at the point where some one working directly in that field can best ride herd on it, so we've asked Henry Eddy to take the chairmanship of the committee on records administration. My former assistant here, Thorton Mitchell, replaces me on the membership committee of which Virgil Peterson is chairman. As the outgoing member of the Council (after 11 years) I'll be automatically chairman of the committee on nominations, and of course I'll undertake that, with the hope of getting the slate lined up a little farther in advance than a few of the nominating committees have in the past. It's not too early, by the way, to say that I shall especially value your advice. So far as I know the remaining two members of the nominating committee have not been named, but that may be a detail I'm not up on yet.

We all continue to be very well impressed by the real progress you've made with The American Archivist. Best wishes for both your health and your professional activities!

Very cordially


Philip C. Brooks

THE SOCIETY OF AMERICAN ARCHIVISTS

SOLOM J. BUCK, PRESIDENT
THE NATIONAL ARCHIVES
WASHINGTON 25, D. C.

May 15, 1947

ADDRESS COMMUNICATIONS TO:
LESTER J. CAPPON, SECRETARY
P. O. BOX
WILLIAMSBURG, VIRGINIA

Miss Margaret C. Norton
Editor, The American Archivist
Illinois State Archives
Springfield, Illinois

Dear Miss Norton:

Thanks for your letter of May 12, 1947. I was glad to have you say you weren't depressed because the letter does sound pessimistic. I surely did not want to add to your burdens in regard to the separates but did want to make sure that they had not gone astray.

I don't know enough about the proposed new state legislation to comment on it though it looks as if either plan might have advantages as well as disadvantages. At any rate, we hope it will turn out well for you in the long run, if not immediately. We shall not cease looking to Illinois for leadership. ² I should, perhaps, mention informally to you a suggestion that has been made concerning the publication of an article in The American Archivist, saying at the same time that I have rather definite reasons for favoring its publication elsewhere. Last year the American Council of Learned Societies commissioned about 35 people to write articles on progress in various phases of the humanities and social studies during the war. These were to be published as chapters in a single volume written primarily for readers in foreign countries or Americans who had been out of their professional fields during the war. The American Year Book was, to some extent, a model for the chapters. Although the list of contributors is, on the whole, good and there is much valuable information in the chapters, the ACLS ran into difficulties with private publishing firms and was unable to make a suitable contract for publication. The ACLS, therefore, has given up publication of the volume and has suggested to the authors that they get their chapters published separately in scholarly journals. They suggested The American Archivist as a medium for my article on archives. Dr. Buck, after some discussion, concurs in that suggestion saying that he feels sure you would want it. ³ Funds are not available for publication as an Archives bulletin.

My own view is that, since the article was written primarily for the scholarly public in general rather than specifically for archivists, it really belongs somewhere else than in The American Archivist. We are exploring the possibilities of reviving the ACLS volume project though the prospects don't look very good.

I don't really like to make this rather left-handed comment to you, but I thought you should know of the discussion that has gone on. I am taking the liberty of sending you a copy of the paper within the next few days, either as a matter of information or as a potential article for the journal, however you

*² I don't mean by this to guide your own opinions at all.
The article is gradually losing its timeliness.*

choose to look at it.

I shall pass on to Mr. Trever what you say about advertising. What you say sounds good except that I certainly don't believe you should take on the job yourself. The Society is asking a good deal of you already.

I am making plans to attend the Denver meeting and hope very much that we shall see you there.

Very cordially

A handwritten signature in cursive script, appearing to read "Phil", written over the printed name.

Philip C. Brooks

The National Archives
Washington, D. C.

May 20. 1947

Dr. Philip C. Brooks
The National Archives
Washington 25. D.C.

Dear Phil:

Send along the article on archives intended for the yearbook publication. I am rather dubious about printing such an article as you describe in the American Archivist, especially since it may be some time before I could print it because of prior commitments. I pulled two articles from the July number which should have been printed long ago, because other material came along which I thought ought to go into that number because of the time element.

Karl Trever writes me that you have promised a note on schedules entitled "The Archivist's Role in Initiating Retirement of Records Common to All Agencies." That will be fine, and it will work in well with the Kuhlrau (that isn't the spelling, but you know whom I mean) article on sampling which I must publish soon.

I have just received a letter from Alice Dunlap of the A.L.A. Committee on Archives and Libraries offering to publish a manual on archives for the beginner. She says Dr. Buck says the manuscript upon which you have been working is at a standstill and has been for some time and that there is not much possibility of its being completed any time soon. If true I am terribly disappointed, for I had hoped that with the recovery of your health you would soon resume work. I am writing to Miss Dunlap that there is no question of the need of such a manual, but that the problem has always been to get someone both competent and willing to do the work, rather than fear of being unable to get a publisher. I am telling her that I am referring her letter to the editorial board of The American Archivist. I can see some objection on the part of some archivists to the American Library Association publishing an archival manual, but on the other hand, they do have facilities and are offering to underwrite the cost of publication and distribution, which is something. To what extent are we involved with the Council of State Governments in the matter? Or should we perhaps have two manuals, one a manual on records administration including archives and another simplified manual for the curators of small collections who are not primarily concerned with archives as professional archivists? What do you think of the A.L.A. proposition?

Sincerely,

MARGARET C.
NORTON

May 20, 1947

Managing Editor

Archives Department
Illinois State Library
Springfield, Illinois

Editorial Board

KARL L. TREVER
LEON DEVALINGER, JR.
GRACE LEE NUTE
WILLIAM D. OVERMAN

Reviews of Books

RICHARD G. WOOD

News Notes

KARL L. TREVER

Dr. Philip C. Brooks
The National Archives
Washington 25, D.C.

Dear Phil:

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Sincerely,

Margaret

THE SOCIETY OF AMERICAN ARCHIVISTS

SOLOM J. BUCK, PRESIDENT
THE NATIONAL ARCHIVES
WASHINGTON 25, D. C.

May 29, 1947

ADDRESS COMMUNICATIONS TO:
LESTER J. CAPPON, SECRETARY
P. O. BOX 803
WILLIAMSBURG, VIRGINIA

Miss Margaret C. Norton
Illinois State Library
Springfield, Illinois

Dear Margaret:

Thanks for your letter of May 20, 1947. The article on archives during the war will come to you in a few days and I shall let you know what I hear about the prospects of its publication elsewhere.

Karl Trever and I discussed the other day the proposed note on general disposal schedules, relating to the Archivist's role in initiating retirement of records common to all agencies. Some ground work is going on in connection with such schedules so a note could more intelligently be written after a few weeks. Trever and I have in mind the deadline for the October issue and I'll try to have something ready then. I am glad that you can use Mr. Kulsrud's article as I think it represents one of the most interesting sampling jobs. As a matter of fact, I suggested that the article be written.

Some clarification should be made in relation to the manual being prepared by the Committee on Records Administration. For some reason or other there has always been some misunderstanding as to its character. It is a manual on records administration designed primarily for the administrator, not for the archivists, and is in no sense a manual for archival employees. Furthermore, the standstill has been broken and the committee, with Henry Eddy as chairman, and including Helen Chatfield, Dr. Crittenden and myself, is actively working on the job.

As I understand it, the manual which Dr. Buck and Dr. Posner began some years ago is more in line with what you have in mind as a manual for archivists. It will, however, doubtless be quite a thorough and comprehensive job, too detailed for a college library as Miss Dunlap suggests in her letter to you. To me, the Buck-Posner job is one of the things archivists can look forward to with the greatest of anticipation.

A simple manual for beginners is really a separate job from either of the two I have mentioned. Your plan to refer the problem to the editorial board of The American Archivist seems good to me as long as you will, yourself, be actively in the picture. Offhand, I don't know who might

undertake the preparation of the manual though it is a job that might tempt any of us.

As to A.L.A. sponsorship, I feel some qualms, as many archivists do, based upon our enthusiasm for gaining recognition of archival economy as a distinct profession. A stronger feeling, however, is that librarians have the custody of many important bodies of archives and that it is to our interest to cooperate with them in every way possible to make sure that those bodies are intelligently handled. Thus, if the A.L.A. wants to sponsor a manual and we can find somebody to produce one, I believe our broad-minded view should be that it is desirable to take advantage of the A.L.A.'s cooperation.

Very cordially



Philip C. Brooks

The National Archives
Washington, D. C.

June 16, 1948

Dr. Philip C. Brooks
210 W. Alexandria Ave.
Alexandria, Virginia.

Dear Phil:

Mr. Noll in a most tantalizing reference tells me that you have left the National Archives, for more money elsewhere, ~~but~~ he does not give an inkling of what it means. I cannot imagine the N.A. without you and I think you too level headed to go off the deep end over recent changes there, so I am all agog. Do let me know what it is all about.

Scion's leaving was a surprise in a way, of course, because I know he has only one more year before he is eligible for a retirement, but on the other hand, he realized that the situation at the N.A. was not going to become any easier for him. Certainly there is no one in the country whose appointment at L.C. would be more acclaimed by scholars. He will be lots happier there with a buffer between him and the politicians.

But what about yourself? We won't be losing you from the Society fold, I trust.

In my "Answered" file is your article on "Archival Procedures for Planned Records Retirement", but I do not find a carbon of an acknowledgment to you. I feel sure that I did write you, but if not, my humble apologies. Thank you for it.

I suppose you have heard, or haven't you, that we have lost our Banta contract for publishing The Archivist. I am dickering with another good firm and hope to get out the October number on schedule despite them.

Sincerely,

THE SOCIETY OF AMERICAN ARCHIVISTS

SOLOM J. BUCK, PRESIDENT
THE NATIONAL ARCHIVES
WASHINGTON 25, D. C.

ADDRESS COMMUNICATIONS TO:
LESTER J. CAPRON, SECRETARY
P. O. BOX 202
WILLIAMSBURG, VIRGINIA

August 15, 1947

Miss Margaret C. Norton
Archivist, Illinois State Library
Springfield, Illinois

Dear Margaret:

I was distressed to hear that your mother has been ill and that you will not be able to attend the meeting in Colorado. Let us still hope that you may be able to get there.

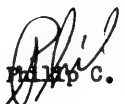
I have looked over the train schedules and I am afraid that I shall not be able to stop in Springfield on the way to or from the meeting as I would like very much to do. We shall be right in the middle of our budget preparation here and I should not take the considerably extra time that would be required for a side trip from St. Louis to Springfield and back. I may have to leave the last session of the meeting in Denver before it is over anyway.

I am glad if the note on general schedules seems to be of potential value. By the January issue there probably would not be any substantial developments that would require revisions in it. It would not seem to me that anything longer was needed, although more could be written if you think of points that ought to be treated. The only supplement that I can think of now would be a reference to our continuing transfer commitments, a new procedure developed in the last three years. They amount to regular schedules of transfer of certain series to the Archives and in some degree complement the general disposal schedules by regularizing the whole pattern of records retirement. Neither system has been worked out completely for any large agency or any entire category of records but both have considerable possibilities. The only reason I wrote the note instead of somebody else was that both were developed in my office as staff officer for records retirement during the war.

If you should use the note as it stands, I would like to suggest the substitution of "the National Archives" for "that agency" in line 10 of the first paragraph; and the addition of "disposal of" after "authorization of" in line 3 of the third paragraph.

I do hope that things go better for you in Springfield and that by some remote chance we may be able to see you.

Very cordially


Philip C. Brooks

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January 3, 1947.

Dr. Margaret C. Norton, Editor,
The American Archivist
Illinois State Library
Springfield, Ill.

Dear Dr. Norton:

Thank you very much for your letter of December 9, with the enclosed article by Dr. D. L. Evans of the British Records Association.

I am in entire agreement with your own views, as well as with the facts as presented by this distinguished British archivist. I have been in touch with this gentlemen's department for some time and I believe that they have read all my articles upon that subject.

I was very much interested to read what Dr. Evans's expectations from a correct lamination process. I think that you and Dr. Evans know that the Broadman Process does just that. If you do not have that information, I would be pleased to let you have it.

Thanking you for letting me hear from you, and trusting that you will be kind enough to send me any similar material when published,

Very truly yours

Joseph Broadman, M.D.

The National Archives

Washington, D. C.

OFFICE OF THE ARCHIVIST

January 13, 1948

Miss Margaret C. Norton
Archivist, Illinois State Library
Springfield, Illinois

Dear Margaret:

After examining a recent issue of College and Research Libraries, it occurred to me to suggest to you that you give consideration to changing the format of the American Archivist to a double column arrangement somewhat similar to that of the CRL. Also, it occurs to me that it would be worth while, if it were feasible, to have, as CRL does, a special "Personnel" section with pictures and biographical data about leading archivists who are members of the Society and who are appointed to new positions or retire, etc. These are just suggestions and I am not sure that either of them is feasible.

Sincerely yours,



Solon J. Buck

July 7, 1947

Dr. Solon J. Buck, President
Society of American Archivists
The National Archives
Washington 25, D.C.

Dear Dr. Buck:

Several weeks ago Karl Trever wrote you that he is resigning, effective immediately, his chairmanship of the Committee on Bibliography also the editorship of the News Notes Section of the American Archivist. The first of these I suppose is your worry as President, the second, I suppose, is my worry. I immediately wrote him expressing my regret and asking him for suggestions for a possible successor for the News Notes. I have been impressed by some of the work Mary Jane Christopher has been doing for the American Archivist, but I do not know what her position is at the National Archives or whether she would be either available or interested. I had hoped to have Karl's suggestions before bothering you, but he has not replied to my letter. I do feel that this work ought to be done by someone at the National Archives as the natural place to which news items gravitates. Not knowing just where the staff stands at present either with respect to the archivist or to their jobs, I am quite at a loss, and must therefore turn to you for help in this matter. Who would be available, willing and capable to do this time consuming but interesting job?

We have been very much concerned here over your budgetary problems which are apparently every bit as serious as you had anticipated. Miss Rogers has been particularly sympathetic and took Herbert Kellar's letter on the subject, with its enclosures, to the "front office" in faint hopes that, since you were a former professor at Illinois and Mr. Riskind is from this State perhaps we could get through to someone from Illinois in Congress. Word was sent back to me that it would be all right for me to write to Senator Brooks but I did not do so, partly because as a civil service employee I am forbidden to do any politicking, partly because word came too late, and partly because I was not sure whether the 4 ex-HRS persons who seemed to be the particular targets of discussion had been foisted upon you in the first place or whether you had actually wanted them. (Furthermore, I do not want to know). Anyhow, we are feeling for you in your troubles and hope the cuts won't be too crippling. It is hard for outsiders to realize how large a proportion of archival employees must be top flight men, because clerical help just do more harm than good when turned loose on records. At least, that has been my experience.

Our own State Library reorganization bill was killed only two or three days before the end of the session. Probably it would have gone through had it not been necessary to do some trading to get through the Governor's must legislation on reapportionment. Anyhow, we are very much relieved.

Dr. Morrison has been writing often about our report. I wrote him just the other day that I had sent the first draft to Luther and you, but that I knew both of you were too busy to do anything about it - Luther with his Pan-American Congress of librarians, you with your budget. I feel I have let both of you down by not sending you a more finished product, but I felt I wanted you to indicate the places where the report should be expanded, before I spent much more time on it. Now that the other Commission's report is in print, Dr. Morrison is becoming justifiably anxious to hear from us. I want to do my part, but hardly know what to do. I call attention to my article in the May Illinois Librarian entitled "What does an archivist do?" which may contain some ideas we ought to insert in our report though I tried to embody the substance of the article in parts of it.

Sincerely,

3700 Massachusetts Avenue, N. W.
Washington 16, D. C.
June 19, 1948

Dear Miss Norton:

The committee appointed to the sad task of finding a suitable candidate as your successor, has been receiving suggestions and we now think we have all we are going to get. Our next step will be to make a report to the Council, submitting the names of those who have been proposed for editor, and requesting the Council to indicate who should be asked, and the order in which they should be asked.

Before we make this report to the Council, however, we would very much like to have your suggestions. We feel that decided gains have been made during your editorship, and we would like to have those gains preserved and continued as far as possible.

The following names have been submitted by the persons indicated:

Brayer, Herbert O.	by Brayer and Cappon, Gambrell
Buck, Solon J.	by Crittenden
de Valinger	by Crittenden
Franklin, Niel	by CrittendenHemphill
Hemphill, W. Edwin	by Crittenden
Homsher, Lola	by Brayer
Keller, Herbert A.	by Crittenden
McCain, William D.	by Cappon, Gambrell
Peckham, Howard	by Cappon, Crittenden, Gambrell, Posner, Chatfield
Shipton, Clifford K.	by Crittenden
Trever, Karl L.	by Cappon, Gambrell, Posner, Chatfield

The committee feels that Dr. Peckham should head the list, but has some doubt as to whether or not he would accept. Next we feel that Karl Trever would be an excellent choice, mainly because he has worked so well with you on the Editorial Board, and has shown a keen interest and ability. Also, there would be some assurance of a continuance or present policies.

We all feel very sad about your giving up the editorship. We accept it only because we realize what a burden it must be to you with all your recent troubles. For myself, while I have not been personally as expressive as I should about it, I have always had a feeling that, with your staunch and wise self out there in Illinois, American archivists - and archivists everywhere - had a source of counsel and information that our growing profession is in need of. My hope is that you will not retire entirely from archival interests, but will quietly assume the role of "elder statesman".

The committee will look forward to hearing from you. With all good wishes -

Yours very cordially,

Miss Margaret C. Norton,
Archives Department,
Illinois State Library,
Springfield, Illinois.

Helen L. Chatfield

July 2, 1948

Miss Helen L. Chatfield
3700 Massachusetts Avenue, N.W.
Washington 16, D.C.

Dear Miss Chatfield:

The list of persons suggested for editor for the month part a good one. My comments are intended to be impersonal and do not affect my personal feelings towards the persons as individuals.

In working with the people at the National Archives I have had difficulty in making them see the position of the State archivist. They are all wrapped up in records management and, consciously or unconsciously, they do not sympathize too much with the problems of the persons in small institutions who have to work largely from the historical angle because they are the only people in their districts who do historical work. I have had several from the National Archives question such articles as Bertha Josephson on Indexing and the current articles by Radoff on calendaring. However, a number of State archivists have said, "Good - that is the sort of thing we need." Again, the National Archives think disposal of records is the big thing, whereas in the States and counties, especially the smaller ones, there are not too many records which should be disposed of. For instance, my file on the State Records Commission which is the body here that passes upon destruction of records, occupies less than one file drawer, and I would say that the bulk of records which could be destroyed are authorized. When Dr. Holmes redrafted the preliminary report of the New York Archives Commission last year he put so much emphasis upon the work of disposition of records that I felt the report so out of balance that I hesitated about signing it.

For these reasons I think it would probably be better not to have the new editor at the National Archives. Neither do I think it would be well to have the editor from too small an institution which is unaware of the things which the National Archives is doing.

Aside from my feeling that it would perhaps be better not to select someone from the National Archives, I would very definitely approve Karl Trever, for he has been a strong assistant to me. I think even his handicap of not having had State archival experience would not be too serious in his case.

Howard Peckham has the best background of editorial experience, but has never done any archival work himself. However, he has always been active in the Society and I do not think we would go wrong in choosing him.

De Valinger I consider about the best live wife among the State archivists and I believe he would be my first choice if you could get him.

Herbert Kellar has a splendid background of experience in both the historical manuscripts and archives field, has had editorial experience, knows everybody and has been in close contact with the National Archives from the beginning. He has real genius as a program maker, which in a way the editor has to be. Furthermore, he has a wife who has had almost as wide experience as he has had, and who would probably contribute much in the way of assistance. Herbert would be a close second choice and perhaps I would put him first if I thought he would be available.

Miss Homser is not well enough known, lacks contacts and breadth of experience, though I understand she is a capable person. I do not know her personally so should not comment.

Herbert Brayer has self confidence and an awareness of archives in its broader sense, but I doubt if he has the patience and stick-to-itiveness for the details of editorial work. He would be almost my last choice.

Mc Cain is an abler man than Brayer and has had good editorial experience. He is more an historian than an archivist, despite his over-seas experience. Somehow he has always given me the impression of being a little too cocky, but I don't want my own personal lack of warmth towards him to influence me in my judgment. He would not be my first or second choice, or perhaps even my third, but I think he could do the work satisfactorily.

The others mentioned in your letter I would rule out because they represent too much the N.A. point of view. Hemphill wouldn't be a N.A. man, and I think he is an agreeable and probably capable person. I have not had enough contacts with him from other than a social point of view to judge.

I wish we could get Phil Brooks to do it, but I suppose he is out of consideration because of his health.

I greatly appreciate all the fine things my friends are saying about my editorship. I haven't done half the things I had planned for it and it is a temptation to continue, but I know that I cannot. Physically I have made a remarkable come-back but I am still burned out nervously and intellectually. Attempts at creative work still cost me sleepless nights, and my blood pressure is still up enough that I am having to take medicine for it. I have been at the center of things archival for so many years that it is hard to let go, but it is time the younger people had their chance.

Sincerely,

August 4, 1948

Miss Helen Chatfield
3700 Massachusetts Avenue, N.W.
Washington 16, D.C.

Dear Miss Chatfield:

Having recently expressed myself to you with respect to the persons proposed for editor for the AMERICAN ARCHIVIST it is unnecessary for me to make further comment at this time as to my choice. Any of the three would make a good editor, with perhaps Karl Trever my first choice.

It occurs to me that a selling point with the man selected might be a statement as to what Dr. Pease used to refer to as the "editor's ditty bag." I have a large back log of unpublished articles, all of which I deem suitable for publication in the magazine. These with the papers of the coming annual meeting and articles promised would be enough to run the magazine for at least a year. I do believe, however, that the new editor will have to bestir himself as I have had to do, to get papers on technique of which I do not have any extra in reserve. If our advertising revenue can be built up to a point which we can afford, it would be perfectly possible to double the size of the issues without much effort on the part of the editor. I have had to hold some articles nearly two years, which is bad. I want a conference with the new man as soon as possible. I had no cooperation ~~from~~ my predecessor. It was only today that I received a "well, perhaps" from the William Byrd Press. Meantime it seemed necessary to get the October number to press shortly after August first. I only yesterday received the editor's advance copies for the July number which went to press May 10 -nearly three months ago. There I have felt it necessary to accept the offer of the Torch Press. This will bind my successor to one issue only, which won't be too bad for him provided he wishes to change publishers. I have not yet received the formal contract.

See you at Raleigh!

Sincerely,

3700 Massachusetts Avenue, N. W.
Washington 16, D. C.
August 24, 1948

Miss Margaret C. Norton,
Archives Department,
Illinois State Library,
Springfield, Illinois

Dear Margaret:

You will be glad to hear, I am sure, that we have, at last, an editor. Karl Trever is it. He will no doubt get in touch with you, as I wrote him and included an extract from your letter in which you said you wanted ~~an~~ conference right away.

You may be interested in the result of the vote cast by the Council. Here is a tabulation of it:

<u>For</u>	(1)	(2)	(3)	<u>Total</u>
Peckham	6	0	2	8
Trever	1	7	0	8
de Valinger	1	1	2	4
Brooks	1	0	0	1
Homsher	0	1	0	1
McCain	0	0	1	1

We first asked Peckham if he would be editor, but he pleaded a very heavy writing program (he is writing a novel and an article, and has already had something published), and his remoteness from the field of archival affairs and historical manuscripts. Then we asked Karl, and he has accepted.

In our report to the President, the Committee again recommended that you be made an honorary member of the Editorial Board, both as a gesture of appreciation and in order to have the benefit of your counsel whenever you can and feel inclined to give it. I hope that can be acted on at the annual meeting.

About the Torch Press, I think you did the right thing. Expenditures between the end of the fiscal year, June 30, and the time of the annual meeting, are authorized subject to review at the time of the meeting. At that time I will have an analysis of expenditures so that the budget for next year can be considered in the light of all the facts.

I am delighted to hear that you are planning to go to Raleigh, and will look forward to seeing you there.

Sincerely,

Helen

August 31, 1948

Miss Helen Chatfield
3700 Massachusetts Ave., N.W.
Washington 16, D.C.

Dear Helen:

The news that Karl Trever has consented to act as editor is a great relief because I had feared we might find it difficult to get someone to undertake the task. It does take a lot of time, though that is more than compensated for by the fun you get out of it. I hate to give it up, but increasingly the magazine has become burdensome. I will do all in my power to support the new editor, and the Council needs feel no compulsion about making me honorary member of the editorial board, though of course one never turns down honors. I have written Karl in detail and confidentially, and hope I haven't scared him off.

Miss Rogers and I, accompanied by two Springfield friends, expect to drive to Raleigh and are looking forward to the trip. We expect to get there the afternoon before the meeting starts, so I hope to have good visits with friends.

I am expecting to have a nice vacation this year. After all the time I was out last winter I really don't deserve any time off, but the powers that be say I must be in good condition for the changes which may come after an election, and my doctor says I must get away from everything for a while anyhow. So I am driving to the Berkshires the last of September and am looking forward to it keenly. If the boats are still running I can get a boat from Detroit to Buffalo which will cut out two or three hundred miles of driving which will help. This is not of any particular interest to you, but you may write me while I am gone and wonder why you don't get a reply.

I can give you no estimate at all right now about the cost of the AMERICAN ARCHIVIST for the next year. I doubt if the October issue can be out before the meeting so that we may not even have our first bill to work with. We have two pages of advertising, perhaps three, for the October number and will, I hope be getting more and more, though probably not enough to help the budget too much. The October issue will be longer than the 96 pages I try to keep it, because both the Annual Writings on Archives and Dr. Bryner's report on the international conference were so late that I had to send the rest along without them, then both were longer than I had calculated. I have galley proof for the first part and perhaps will be getting the

rest before I go on my vacation. That will let us know how many pages we have and perhaps we can make a guess as to costs.

Sincerely,

July 7, 1947

Dr. Christopher Crittenden
Box 1881
Raleigh, N.C.

Dear Dr. Crittenden:

This will acknowledge your notification of change of address. I have in turn notified the publisher of The American Archivist but since the number came off the presses before I received your card, you will probably have to have the July number forwarded to you.

I suppose you were the "unauthorized history of the war" the Congress was talking about. I am certainly sorry Solon is having so serious a time with his budget. We got only that they were after Lacy, Rifkind, Lee and one other whose name has slipped me for the moment, also that the Roosevelt Library might be taken away from the National Archives. From what I have heard him say, Dr. Buck would just as soon drop that Roosevelt Library though I suppose it would continue to be operated, probably by the National Parks administration. I have also heard via the grapevine that there was some "dirty work" aimed at Solon himself. It was obvious to me while I was in Washington that staff morale was at a low ebb, but those people who are quickest to criticise seldom have any idea of what an executive is going through to protect those very people. I haven't heard yet how he finally came out on his budget.

Our bill to reorganize the Illinois State Library was only killed a few days before the close of the General Assembly and I guess it would not have been if there had not been some horse trading over the reapportionment bill. I have no particular feelings one way or the other about the State Library, though again, I feel Miss Rogers, the Assistant State Librarian, was also the victim of disloyalty. So far as the archives department is concerned, the passage of this act would have been a calamity since there are constitutional barriers against the archives being taken away from the Secretary of State. The result would have been perhaps the breaking up of the State Archives into two institutions, or else illegal operation. As a sample of the thoughtless drafting of the bill, I could not accept one document for the archives without previously getting the consent of the State Library Board, which might not be meeting again for months!

Please give my best regards to Mr. Eddy, also, of course, to your wife.

Sincerely,

MRS. HENRY RIDGELY, PRESIDENT
J. ERNEST SMITH, VICE-PRES.
JAMES E. GOSLEE, SECRETARY
FRANK S. HALL, D. D. S.
MISS LAURA S. RICHARDS
MRS. EDWARD W. COOCH



STATE OF DELAWARE
PUBLIC ARCHIVES COMMISSION
DOVER

Leon deValinger, Jr.
STATE ARCHIVIST

April 17, 1948

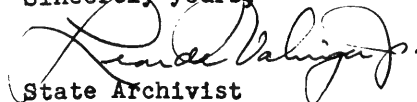
Miss Margaret C. Norton
Managing Editor
THE AMERICAN ARCHIVIST
Archives Department
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

I was very sorry to learn of your illness from your recent letter. On the other hand I was quite pleased to know that you are recovering and feel well enough to think about such things as the future of The American Archivist. Please let me offer my caution to those of your other friends that you do not try to do too much work too soon. If you give up the editorship at the expiration of your term next year, I can assure you that you will be very much missed as you certainly have changed the complexion of and improved our publication.

Thank you for writing to Captain Gondos and I hope that he will come through with a creditable article.

Sincerely yours,


State Archivist

LdeV:csa



The National Archives

Washington, D. C.

July 12, 1948

Personal

Miss Margaret C. Norton
Managing Editor
The American Archivist
Archives Department
Illinois State Library
Springfield, Illinois

Dear Margaret:

It was good to hear from you but I was distressed to learn that you have not been feeling well. Apparently I have been quite out of touch, for it was only last week that I learned from Phil Brooks that your mother had died and that you had been in the hospital. I was very sorry to hear this. Do take care of yourself.

The American Archivist will certainly miss your guiding hand. You have done wonders with it and it is a pity you have to give it up. I am sure you are wise to do so, however, for your health must come first. When I had lunch with Phil B. last week he said so far as he knew a new editor had not been chosen. I was wondering to Phil whether Mr. Buck, who loves to edit, wouldn't just love to be editor. I think it advisable, however, to have the editorship held outside of Washington if possible.

I hear that some of the archivists in the States were quite miffed because the question of Mr. Buck's successor wasn't thrown open. It's too bad that they feel that they weren't given a crack at the job, but I think it would have been a great mistake to have created a free-for-all scramble for the position. It probably would have resulted in the appointment of a politician rather than of an archivist. Almost everybody at the National Archives is exceedingly pleased at Grover's appointment, and I'm saying this not as his information officer but as a member of the profession. He is a very good administrator. He is honest and straightforward and he knows how to work with people. He has a good solid background, both academic and archival experience, and I think he will be very good for the agency. There is already quite a different spirit in the place.

The several personnel changes, including the transfers of Fred Shipman and Edgar Nixon from the Franklin D. Roosevelt Library and Phil Brooks from the National Archives were purely coincidental. They had nothing to do with Grover's appointment. In fact, I think that the men rather regretted that they wouldn't have an opportunity to work under the new regime. We especially miss Phil B., whom I have always regarded as ¹ much a part of the Archives as one of our sturdy pillars.

Page Two
Miss Margaret C. Norton
July 12, 1948

The appointments to the Roosevelt Library still haven't been made and of course there are all sorts of rumors flying. I imagine that the directorship will be filled from within the National Archives, but there aren't many people here who would be willing to move to Hyde Park, however interesting the work at the Library.

Dr. Buck is just back from Paris, where, as you know, he attended the UNESCO meeting to organize an international archives council. Herbert Brayer was named Secretary-General, SJB was made Vice President for the Western Hemisphere, and Oliver W. Holmes, Deputy Secretary-General for the Western Hemisphere.

I am glad you will be able to use a picture of Grover eventually even though it can't go in the July issue. I am not sending one along now because two newspapers have rejected the prints we have of him as being too fuzzy for reproduction. I am getting some other pictures of him and I'll send a shot before very long.

Take good care of yourself and let us hear from you whenever you can.

Faithfully,

Betty Harner

January 3, 1947

Dr. Roscoe R. Hill
4500 47th St. N.W.
Washington, D.C.

Dear Dr. Hill:

The announcement that one of my friends is retiring always comes as a profound shock. I do not know why that should be so, because many of my friends are already retired and I myself am counting the time before I can get out. I reach minimum retiring age in just 53 months 3 weeks, though I now plan to stick it out for another nine months to round out thirty years here.

I had quite an argument at the Washington meeting with Mr. Goldman, the New Jersey archivist. I told him I planned to retire at sixty and he said, "Don't. For you to retire that early would be like stopping a car going 60 miles an hour on a dime." I don't think so. I have a horror of hanging around until I overhear whispers about "poor little old Miss Norton." I want to stop soon enough to develop other interests before I get too old, and I have some definite plans - a spring in England, landscaping for a new home I am planning to build out at Lake Springfield, learning really to cook instead of cooking only the quick and easy things - lots of things. As my former tenant Mr. Schmidt used to say, "Folks pity me because I am retired, but there are so many things to do that I wonder now how I ever found time to earn my living."

I take it that you are retiring, not because you are too old to work, but because this world is "so full of a number of things" that you want to do. I am curious to know what you do plan to do. Whatever it is, I do hope it will not mean that we shall not be meeting soon and often. I know just how "fed up" you are, for I feel sometimes as if I just could not "take it" any longer. Despite the unpleasant features of government work, I have tried and tried but cannot think of anything I would enjoy doing as much as what I am doing.

The best of luck to Mrs. Hill and you; a really Happy New Year and all year.

Sincerely,

4500 47th St. N. W.
Washington D. C.
January 7 1947

Miss Margaret Norton
1105 S. Second St.
Springfield

Dear Miss Norton:

Many thanks for your note which was motivated by the news of my retirement. I suppose it is something of a shock when we see our friends stepping out of the harness. As yet I am not too sure how it feels.

But at any rate I found that I was in an advantageous position to leave the government. In fact I have had no very keen desire to keep working to die with the boots on. To retire and still have time to do some of the things one wants to do and not be beholden to those who you do not respect seemed to me to be desirable. I have plenty of interests that I am sure will keep my mind fully occupied and then can go about some and see my friends or things which are of interest. This seems to appeal to me.

I do feel that I might have continued to make something of a contribution to archivology in a national archive but quite some time ago I was fully convince the opportunity was not there for me. In an institution without adequate administrative direction and low morale the going is any thing but pleasant. The past two years and a half have been anything but what I could have desired. So having the change to get out that is just what I did.

This fall thanks to the Department of State I had a most pleasant jaunt to Caracas, Bogota, Panama, San Jose, Managua, Tegucigalpa, San Salvador, Guatemala and Mexico. I think that Trevor has written you something about it. It was delightful and the contacts were all that one could desire. I have just finished writing two letters that are a result of the trip. Tomorrow I meet a Guggenheim fellow from Mexico with his wife. So you can see that there will be things to do.

So I thank you for your letter and your good wishes. Mrs Hill joins me in sending you the best wishes for this year of 1947. I hope that our paths may cross in the not too distant future. Perhaps some day I may write a note that you can use in the Archivist. Perhaps my terminology may give cold chills to a certain element. I had a letter from an editor the other day who states that his review will use the singular "archive". What do you know about that?

With best of regards I am very respectfully

P. S. What kind of a stand in
do you have with the Post Office
so that letters go without postage.) Se enclosed.

January 22, 1947

Dr. Roscoe B. Hill
4500 47th St. N.W.
Washington, D.C.

Dear Dr. Hill:

Karl Trever just sent me your poem, and I am going to reprint it if for no other reason than to get a rise out of certain persons who have been unsympathetic towards your suggestions about terminology. I understand my predecessor turned it down as being infra-dig, but that doesn't bother me any. And I think your late chief will agree with Pease.

But why didn't you continue with those people who are worrying about whether "archivists" are worthy to associate with "records administrators" and vice versa? Maybe you'll send me a skit on that or something else before long.

I am so glad you agree with me that there is no special virtue in "dying with your boots on." Maybe I won't enjoy thumping my nose at the alarm clock and being able to take a nice long ride when I feel like it. I have attended more wakes for persons retiring and have seen them weep with grief at the idea of giving up, but I just cannot understand that attitude. I have been afraid I was abnormal because I look forward to retirement. I am glad you think you will enjoy it. Don't lose touch with your old friends, though.

My best regards to Mrs. Hill.

Sincerely,

May I keep this printed copy of your poem, or do you want the magazine back?

4500 47th St. N. W.
Washington D. C.
January 25 1947

Miss Margaret Norton
Illinois State Library
Springfield

Dear Miss Norton:

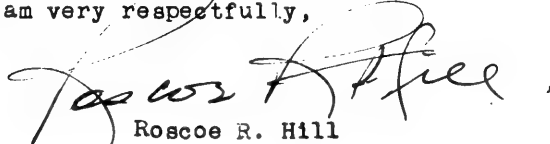
Many thanks for your letter of the 22d to which I will now make reply. I have noted with interest your decision to reprint the poem. You will understand that I appreciate immensely the support that you are giving to the matter. It will be interesting to see the faces of some who will have to look at it. I am certainly grateful that you will not be bothered.

I will have to ponder on your suggestion for some further elaboration of the theme. As you have indicated there is certainly a field of opportunity. Mayhap that too will give me something to do. At the suggestion of Trever and request of Wood I have prepared two reviews of publications on archivology, which perhaps you will want to use. I also have in the back of my mind an article on "What is a record?" Just when I will get at this I do not know. I now have to do an article on my trip and that should be off soon before it gets to old. I understand that the State Department has been much interested in the results of that trip.

When I gave the copy of McCains magazine to Trever to send to you, it was my intention that you should keep it. That was the import of the inscription put on it. I am glad for you to have it. I was out of the country when the magazine came out and so I did not get any reprints. Now that you are going to reprint it, I should like to have the opportunity of ordering some reprints to give to friends. So please let me know about this point at the right time.

I can say already that after a month of freedom from the atmosphere of new deal bureaucracy I am doing fine. In fact I am having a good time and am looking forward to varied experiences which I am sure will keep me well interested in life. I see no need in giving up just because I am not working for some unwanted boss. So here is where I am celebrating.

With best of regards in which Mrs Hill joins
I am very respectfully,


Roscoe R. Hill

To Captain Joaquín Llaverías

Director
The National Archive
Habana
1922--1947

The passing years have come and gone,
They number five and twenty now,
Since first the task thou didst assume
To guide with care the destinies
Of Cuba's Archive, old.

With tact and energy untold,
The duties all thou didst direct
To keep the records old intact,
And this has been a service grand
To archivology.

A follower of Clio, too,
The archivalia serve to give
To thee, the story true of men,
Whose deeds, a land of freedom made
Of thy own Cuba dear.

A monument, did Cuba build
To thy devotion to the cause
Of proper care for records old--
A building fit to house them well--
The Nation's Archive, new.

Thy silver anniversary--
This day, thy friends from everywhere
A homage pay to merit gained
By deeds of gold throughout the years
For eager scholarship.

So now a toast. May many years
And health be thine, to freely give,
To Cuba and to other lands,
The fruits of labors so well done
For archivology.

Roscoe R. Hill

Washington D.C.
November 2 1947

To Captain Joaquín Llaverías

Director
The National Archive
Habana
1922--1947

The passing years have come and gone,
They number five and twenty now,
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To Cuba and to other lands,
The fruits of labors so well done
For archivology.

Roscoe R. Hill

Washington D.C.
November 2 1947

1500 4th St. NW.
Washington D.C.
Nov 24 1947

Dear Miss Norton.

Mrs Hill appreciates very greatly your note with the clipping regarding the passing of Mr. Newell. She probably would not have known it for some time otherwise for correspondence is slow. I am sure Mrs Newell will be pleased to know of your fitting tribute to her husband who contributed so much to the Capital grounds.

I hope this may find you enjoying greatly improved health and that your work progresses nicely.

A note this morning from Captain Claoris expresses his appreciation for the article in the Architect.

They rendered him a fine tribute in celebration of the 25th anniversary. Junction,

speeches, presentation of a
plaque etc.

With best regards from
Roxor & Hie

4500 47th St. N. W.
Washington D. C.
November 29 1947

Miss Margaret Norton
Springfield

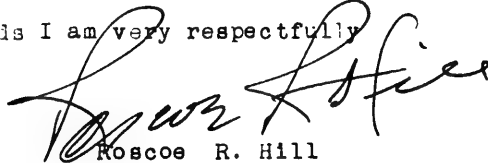
Dear Miss Norton:

I have had letters from Captain Lllaverias and Dr. Peraza in Habana about the celebration of the 25th anniversary of the former's directorship. Dr. Peraza says that he made special mention of the article in the American Archivist of October and that he has suggested to Captain Lllaverias to have it translated for publication down there. I suppose that it will go into the Boletin. Capatian Lllaverias has already said that he wishes to use the poem which seems to have made a hit. It was presented at the luncheon which they gave at the Country Club. It seems to have been a gala occasion.

Dr. Per^{za} had received the Ocotber number. He is taken with the article by S. Mookerjee on classification. He asks whether he can secure permission to translate and publish in the Boletin del Anuario, a small quarterly issued in connection with the annual Cuban bibliography which he gets out. To saye him the trouble I am asking the permission and if you will advise me I will send it on to him. I think this will be a nice thing for both publications.

I suppose that the permission for Captain Lllaverias on the artile should be sent forward if that is O. K.

With best of regards I am very respectfully


Roscoe R. Hill

December 8, 1947

Dr. Roscoe R. Hill
4500 47th St. N.W.
Washington, D.C.

Dear Dr. Hill:

There is no objection at all to the reprinting of the article on Classification of Archival Literature by Mr. Mookerjee in the Boletin del Anuario. In fact, we are flattered that we published something which would be useful elsewhere. I would appreciate it if you would convey that message to Dr. Peraza since I am not sure of his address. I would appreciate receiving two copies of the reprint, one for our own files and one to send to Mr. Mookerjee. And of course it will also be all right to have the Llaverias article printed there too.

I did not get to Mr. Newell's funeral but called at the funeral home. I never saw so many flowers for any one as were sent there. He had countless friends in town as well as at the Capitol. While he was in charge of the green house, every woman employee got a poinsettia for Christmas and often an Easter Lily plant at Easter (that is, all Secretary of State office women). And our offices were always generously supplied with flowers the year round. Now we never get any even for the offices. He had a green thumb which was explained by a colored yard man I used to have, "The flowers grows good for me, cause they knows I love 'em so."

My best regards to Mrs. Hill.

Sincerely,

4500 47th St. N. W.
Washington D. C.
July 10 1948

Miss Margaret Norton
Illinois State Archive
Springfield

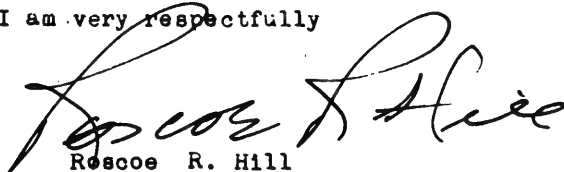
Dear Miss Norton;

I regretted very much that you had to be out of the city just at the time I was passing by. On account of the Fourth and the things I had to do, I could no delay my time longer than I did. So as a result I passed by Springfield rather early in the morning before offices were opened up. After my first plan I had to make a new one. It resulted that I spent a day in Chicago with friends at the University of Chicago. Also went to the Newberry Library for a call. So this was pleasant. My mission to the Archive at Notre Dame involved the use of some old church records of St Augustine. I had two good days there with plenty of work. Then on to Akron where I spent Sunday and home on Monday. The traffic was not too bad.

So this is just a report on a missed visit and the expression of a hope that I may be in your section of the country again so that I can visit the Archive.

Upon my return I received a letter from Dr. Enrique Ortega of Bogotá. He says that the disturbances did not in anyway affect the Archive. He adds that they have served to impress on the administrators the advisability and advantage of transferring older documents to the Archive. Already some such transfers have been made and just at present he is receiving 300 large volumes from the Ministry of Government. These contain valuable documents relating to the history of Colombia. I have thought you might want to make a news note of this information so I am passing it on to you.

With best of regards I am very respectfully


Roscoe R. Hill

January 3, 1947

Dr. Oliver W. Holmes
Program Advisor
The National Archives
Washington 25, D.C.

Dear Dr. Holmes:

Thank you very much for sending me Mr. Claus' paper and for undertaking to obtain a copy of Dr. Spaulding's paper for us. I knew that an archives program was to be given at New York, but did not know who participated. I had been intending to write Lester Cappon about it, but have been busy over the holidays with proof for the January issue.

I think we can get Mr. Claus' paper in the April issue since it is so short. I have a splendid article on the organization of the archives of the San Francisco conference submitted by Mr. Dougall of the State Department, also, of course, Dr. Buck's presidential address. I do not want to tire out our readers by too much on the same topic, but I think, particularly if Dr. Buck's wish for an international archives conference goes through, our members ought to be aware of all that is going on in this international field.

Probably I cannot publish the Spaulding article in April, but please send it along, because I never make up the issue until the last minute so I can balance interest along with space. Sometimes I run in something that has just come in ahead of some other article because it is the right length.

Yes, I have enough material on hand right now to run a year, I guess, though not enough of the particular kinds of articles which particularly appeal to state archivists. I have more sympathy than I used to have with Professor Pease in his publication of too many "learned" articles. However, if all the people who have promised articles will come across I shall have some good ones - one by Dard Hunter on watermarks, one or more from the Paper Institute at Appleton, several on binding by Thompson of N.Y., one from Jenkinson, etc.

A Happy New Year to you. I am still hoping you will be getting out to Illinois to see us before too long!

Sincerely,

MANAGING EDITOR



The National Archives

Washington, D. C.

OFFICE OF THE ARCHIVIST

January 22, 1947

Miss Margaret C. Norton
Managing Editor
The American Archivist
Archives Department
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

Thanks for your letter of January 14 informing me of your decision with respect to Spaulding's paper. This information I will pass on to him.

Your comments as to possible transportation difficulties, if true, may seriously interfere in the holding of an international congress of archivists. Frankly we had not yet reached that point in our plans. We are just on the point now of sending out letters to leading archivists of the different countries asking them to indicate their preference for a meeting place—that is whether in Europe or in the United States—and we could hardly take up the transportation problem until that point is decided. Furthermore, we have not yet settled the matter of finance. It may be that for these and other reasons the congress will have to be delayed. We are still hoping that this may not be so, but it is certainly a hope only. An international congress does take a great deal of preliminary planning, especially in these days.

The proposed meeting of the interagency records group on the coordination of historical programs and archives, mentioned in your final paragraph, did not materialize.

Yours sincerely,

Oliver W. Holmes

Oliver W. Holmes
Program Adviser



February 2, 1947

Dr. Oliver W. Holmes
Program Advisor
The National Archives
Washington 25, D.C.

Dear Dr. Holmes:

Will you be kind enough to send me Robert Claus' correct address? The Council of the Society has instructed me to send proof to authors and I do not know where to send his.

Please pardon me if I do not write a regular letter at this time. There is always a lot of correspondence when a new issue is going to press, and this is no exception.

Sincerely,

MANAGING EDITOR

March 3, 1947

Dr. Oliver A. Holmes
Program Director
The National Archives
Washington 25, D.C.

Dear Dr. Holmes:

I hope when this letter arrives you will be far away in Cuba enjoying the long planned and much deserved vacation, not shivering through current weather.

In connection with a convalescence from flu, I am reviewing my correspondence re The American Archivist and trying to get caught up for once.

The last minutes of the Meeting of Open Conference on Administration which I have received bears the date June 13, 1946. Has my name inadvertently been removed from the list to receive copies, or have you stopped summarizing the meetings?

Right now I have run out of material for Illinois Libraries so I have been going over these notes. I think I would like to print the summaries of the two meetings of January 15 and April 23, 1946 which discussed "the traditional functions of archival establishments" and "The extent to which an archival agency should concern itself with the administration of current records." These discussions of basic matters of archival theory do not contain such that I have not written about a number of times, but it seems to me that it might be well to have someone else say these things. I do not think these will require editing beyond an explanation as to how they came into being. Will it be all right for us to use them?

Sincerely,



The National Archives

Washington, D. C.

OFFICE OF THE ARCHIVIST

March 7, 1947

Miss Margaret C. Norton
Archives Division
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

Thanks for your letter of March 3. I have arrived back here in time to get in on the snow and cold weather, but I did have a very wonderful time in Florida and in my two-day visit to Havana, where I am afraid I incurred obligations because of the very complete entertainment of our Latin American colleagues that will be difficult for me to repay. I am sorry to hear of your illness from flu and hope that you are now entirely recovered.

I put your request for permission to publish the minutes of the Open Conference meetings before Dr. Buck, because it was a policy matter that had not come up before and I wanted to be sure of his approval. He has given it, so that you are free to publish these minutes with whatever explanatory note you feel is necessary to add. I am enclosing two extra copies of these minutes, with the expectation that it may be a convenience for you to have them.

There have only been two meetings so far this year of what we now call the Seminar Conference on Archives Administration, and we thought that minutes of the first meeting had been sent to you. Miss Fawcett, however, mailed you a copy yesterday. I have had a little difficulty in getting the Seminar Conference going again on its new basis, but we will have seven meetings this spring. The second meeting was held last Monday and they will continue regularly from now on, so that you will be receiving the minutes as soon as they are issued. Minutes for last Monday's conference will be No. 47-2. I hope that that explains the lapse.

I have just seen a copy of Mr. Lokke's letter to you regarding possible articles from Roger Ellis and from Hill, the latter on the bulletin series which the Cuban National Archives has published for so long now under Captain Llaverías' editorship. I don't think Lokke was quite right in saying that Llaverías is terminating his long series of publications. They will go right on as long as he is there, and so far as I can see there is no expectation either of his soon terminating his active period of service. He will probably die with his boots on. It was difficult to know which to be the most impressed with --the new Cuban building or Llaverías himself. I really like the old



fellow and think that he has done a great work for Cuba. I have a pretty good idea of what Hill expects to cover in his article and there will be no conflict between his and mine, should I get around to writing mine this spring. So don't let anything like that worry you in deciding upon Hill's proposal.

Yours sincerely,



Oliver W. Holmes
Program Adviser

enclosures



The National Archives

Washington, D. C.

OFFICE OF THE ARCHIVIST

March 8, 1948

Miss Margaret C. Norton
Managing Editor, American Archivist
Archives Department
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

Your letter of March 4 arrived this morning and I am happy to learn that you are much better and grow stronger each day. I surely hope that you will be careful and not let the problems connected with the American Archivist cause you to overdo.

The paper sent to you by Brayer surely should not be printed and I had no intention of offering it in its present state. It was nothing more than a rapidly concocted interim report put together for the meeting. Brayer asked for it, I think, in order to prepare his own report of the meeting and I gave it to him with nothing else in mind. A substantial number of additional returns arrived after this meeting and I expect in the next few weeks to practically rewrite that analysis so as to have it ready to transmit, together with the replies themselves, to the meeting this summer in Paris of the Provisional or Interim Committee that is to draw up a constitution and make plans for the fuller World Congress to be held perhaps next year. No date has been set as yet for this meeting of the Provisional Committee, although the Director General of UNESCO has sent out an announcement that it is to be held.

It is of course this report that should be printed, if you will have space for it in the July issue. What you have is little more than the first half of the paper, the last part having been given orally. I would very much appreciate it if you will return it to me as I have here only a carbon copy of the portion that was typed. I think I can promise you a final version by May 1.

Yours sincerely,

Oliver W. Holmes
Oliver W. Holmes



March 12, 1948

Dr. Oliver W. Holmes
The National Archives
Washington 25, D.C.

Dear Dr. Holmes:

Enclosed is the paper entitled "Planning an International Archives Organization" which Mr. Brayer sent me. I am glad you can have a revised article for me for publication in the July number. I think it rather important that it should be published as soon as possible. The April issue did not go out to the printer until today, so it will be very late, but May 1 is still the deadline for the July issue.

I am expecting to go back to the office next week after my ten weeks' leave of absence. I still tire easily, as witness this typing, but I am hoping that a few days of warm weather and the regular routine will put me back on my feet again soon. Our cold wet weather has kept me in too long.

Sincerely,

The National Archives

Washington, D. C.

OFFICE OF THE ARCHIVIST

May 19, 1948

Miss Margaret C. Norton
Managing Editor, The American Archivist
Archives Department
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

I am sure you are completely disgusted with me for my failure to meet your May 1 deadline with respect to the paper on "Planning an International Archives Organization." Events have been moving too fast around here for me to keep up with my schedule. I should have written to you about it on May 1 certainly, but I kept hoping that I would get it to you just a few days late.

Anyway, I understand now from Phil Brooks that the July number went to press the 10th of May, so that this paper is not needed. This perhaps is just as well. A report was made to the Society at Glenwood Springs and it was not exactly necessary that it appear in print in the journal subsequently, nor need it appear in any future number. I am going ahead to finish the statement so that it may be multilithed here and copies taken to Paris by Dr. Buck, if he goes. They will serve their real purpose there. What you should have for the October number, if it can be prepared, is a summary report of the Paris meeting with, possibly, a copy of the constitution of the proposed international organization, if agreement is reached on one.

I am enclosing for your information, in the hope that you may find it of interest, a copy of a constitution that has been drafted here and transmitted to Paris to be translated into French by UNESCO's staff and used as a working document--nothing more--for the meeting of the Provisional Committee there. We have no idea how far the pattern of organization suggested in this draft may be acceptable to the other archivists that meet there.

Brayer tells us that the dates set for this meeting in Paris are June 9 to 11 and that fourteen national archivists of as many different countries have accepted UNESCO's invitation to be present. As you know, doubtless, Dr. Crittenden nominated Dr. Buck to be the representative of the Society of American Archivists at this meeting and I was designated as alternate. The State Department has not as yet received any notice of the actual acceptance of these nominations by UNESCO, nor has it received formal notice of the scheduled dates of the meeting. Leland has cabled for this information but has not as of this date received a reply. The time is now getting so short that I am not at all sure that we are going to be able to arrange for a representative to go over there. I do not know why UNESCO cannot keep the State Department officially informed of its plans. It looks like a very confused situation in which one side or the other has been taking too much for granted.

I just thought you might like to know the situation as it stands. I will let you know in case it clears up. Of course if we do not have a representative at Paris it may be that there will be no report for the October number, unless Herb Brayer should write one. He tells me that he expects to be here next week on his way across.

Yours sincerely,



Oliver W. Holmes
Program Adviser

enclosure

May 27, 1948

Dr. Oliver W. Holmes
The National Archives
Washington 25, D.C.

Dear Dr. Holmes:

Instead of being disgusted with you for not getting the report on "Planning an International Archives Organization" I was really secretly a bit relieved, because when I came to gather the material together for the July number I found I had made too many commitments and it will have to be 112 pages instead of the usual 96. I do think it would have been worth while to have published such a report, not only because of its immediate interest to American archivists who should be kept abreast of what is going on behind the scenes, so to speak, but as an historical document of great future interest. However, I agree with you that if printed it should have gone into the July issue.

I had a wire from Herbert Brayer yesterday saying he is starting for Europe this morning and do I want to have him send me a report on the meeting. Of course I wired back that I did, wondering whether this might conflict with a report of Dr. Buck whom I had assumed would represent the Society. If, as you say, there has been confusion over his being invited to go, perhaps this will be our only chance for a report. If both go, they can doubtless work on the report together. At least I am glad the United States will have some representation there. It does seem a queer situation and embarrassing all round.

Sincerely,

The National Archives

Washington, D. C.

OFFICE OF THE ARCHIVIST

June 30, 1948

Miss Margaret C. Norton
Archives Division, State Library
Springfield, Illinois

Dear Miss Norton:

This letter will acknowledge the receipt of the photograph of Dr. Re which we are glad to have and to add to the collection of photographs of leading archivists which we have built in the past few years and keep available in our Library.

I was much distressed to learn from Trever yesterday of your letter stating that the Banta Company refuses to continue the printing of The American Archivist after the July number. This is certainly a very serious situation and one that I hope some solution can be found for without an extended delay.

Dr. Buck just returned today from Paris and London and has reported to me at length at luncheon of the Paris meeting, which he feels was very successful. Anyway all agreed emphatically that an international archives organization should be established and have drafted and agreed upon a constitution and then decided to establish an interim organization which was to be continued until the first World Congress of Archivists, which it is planned to hold in Paris in the autumn of 1950, the week previous to the meeting of the International Council on Historical Science. Either Buck or Brayer presumably will prepare some kind of account of this meeting for your October number. There will also be an official summary of the meeting issued and I suppose you may wish to consider printing the constitution. However, we will wait until the documents arrive and I will try to procure extra copies of them for you so that you can then determine how you wish to handle it and what you may wish to print.

I had some misgivings about how Dr. Buck and Mr. Brayer would get along over there, but they have returned tossing each other bouquets, and all in all I gather it was a very amicable meeting and that a good time was had by all.

Yours sincerely,



Oliver W. Holmes
Program Adviser

Saturday Evening
August 16, 1947

Dear Margaret,

I am beginning to think about starting off for the Denver meeting - although I really have so much to do before I go that I'm not having much time to do more than think about it. I had a disappointment when Dorothy Buck wrote that she isn't going. But I am counting on seeing a little bit of you, even though I realize that you will be much occupied with official business. I hope Miss Rogers will be there, too.

So far I don't know how I'm going, except that I expect to leave Albany

the evening of August 29. I expect to go up to La Crosse for the week-end at least Chicago some time on Monday. I suppose you will go via St. Louis - or are you by chance coming up to Chicago?

I suppose you have heard that Mr. Robinson is now on the State highway staff as executive assistant to Dr. Hornell. He seems to have a variety of duties and is especially active in following up our requests for equipment and supplies. Otherwise there seem to have been no developments as yet as a result of our personal "investigations." I thought you and your committee were coming back

again. I hoped so, so that we might
have another visit. The Wicks commission
people are still around the library, although
I haven't been visited on this trip. I imagine
they are lining up their program for the
next session of the legislature, in January.

I am writing this at my mother's
cottage. So far it has been about the
wettest week-end I can recall. My
mother and I drove out yesterday afternoon
in a regular cloudburst, which kept up
for about three hours. When it finally
cleared in the evening he took us for a
ride to see the way the Postentkill
has overflowed banks, meadows etc. It
was a great sight. In the night the
rain began again and has kept up all

day. We are still in the clouds. I
had hoped to pick blackberries today and
cook some jam, but had to give up the
idea. I do hope I may do it tomorrow.
We had a terrifically hot week - in
fact two weeks of it. But both last
week-end and this it has been raining.
I seem to bring the bad weather each
time. Next week-end I shall have to
stay in town to try to assemble a
roadster for Denver and Glenwood Springs.
I wish I knew whether it will be hot
or cold - for it could be either. I'll
be sure to take the sunny things, for
I don't have a lot of baggage to look
after.

I spent three weeks in Wisconsin -
last two of June & the first week in
July - and had a nice time except
for the illness of one of my sisters, whom
I tried to settle at my other sister's and
arrange things so that she would be
satisfied. I feel I should try to get up
to see her on my way West, but I may
not be able to manage it. But my
reservation at Hotel Colorado is to
begin on Tuesday, September 2. I
haven't had a confirmation, but looking
my work I assume accommodations
are being reserved for me. I sent
the check to Miss Taylor, as directed.

I have to finish planning my flight
before I go, as it has to be put in

the cases as soon as I get back -
just before I go down to West Point
for the New York Library Association
conference.

This letter is sort of messy, but
I really am half asleep - the
mountain air has that effect on
me. But I'll shut it anyway to
let you know I am hoping to see
you in Glenwood Springs.

Most affectionately,
Edna

August 21, 1947

Dear Edna:

This is our eighteenth consecutive day when the thermometer has topped 95 and the nights have seldom dropped below 75 so that, with the humidity and all, it has been hard to sleep. Ordinarily we Middle Westerners would say this was good corn weather, but the lack of rain is causing the corn to fire. There have been many heat prostrations. My mother was one who was prostrated and she has been in grave condition in the hospital for nearly three weeks. Because of her advanced age and heart and artery conditions (she is 87) the doctor gives no hope of her recovery. She had the first stroke day before yesterday and under the circumstances we can only hope she will not linger too long. Of course that makes it absolutely impossible for me even to think of going to Colorado. Even if she were to go before then, the exhaustion of the long vigil and business matters would make it unwise to attempt to leave home now.

I am afraid a lot of the usual crowd will not be there, to judge from the number of persons who have written that they are not going. Those of you who do go, thought will probably have a wonderful time. Helene Rogers is going, and so is my cataloger, Emma Scheffler. Emma is the salt of the earth, and I hope you make an effort to get acquainted with her. You cannot miss her - she is six feet tall and large all over. Her mother is 91 so she may have to cancel her trip at the last moment, but I hope she can go.

So far I haven't heard any reactions from our report on the New York archives. I suppose it was in a way no surprise to you that we recommended an independent set-up for the archives. There just did not seem to be any other way to reconcile the differences. The wording was not mine in the final report. It might seem to imply a criticism that your department has not done more with the collection of private papers. I assure you that is not the idea - we merely were trying to emphasize the fact there is so much for your department to do that it should be continued and strengthened. The Metcalf report, it seems to me, tended to minimize your work by suggesting that it be combined with that of some other department of the library. Those of us who have grown up professionally in the Middle Western tradition of strong state historical agencies feel your historical library activities of vital importance.

I am glad to hear that you had a pleasant vacation, and hope it was a rest not, as has been the case with you the past several years, a health recruitment program. My vacation does not come until October. I want to get up into Wisconsin but probably won't get far away from home this year.

Sincerely,

was a disappointment, but I guess we shall still have a big rough program and he does have some fine ideas. I like working with him and hope he will have good Department support, on Aug 3, Dr. Miller's resignation has just been announced. He takes over as president of the U. of Florida at Gainesville on October 1.

I'll write you a note from KS - it seems a sort of difficult place for which to arrange travel matters. Proff. Edna
August 26, 1947
Dear Margaret, Edna

I was so sorry to learn from your letter of the serious illness of your mother. It is so hard to watch one's dear ones suffer and so feel helpless to help them. I think it must be a great comfort to you, however, to recall how active she was able to be up to the time she

was stricken. I remember your telling
me how she could outwalk you, even
with her eighty-some years. I shall
hope to hear a later report from Miss
Roggs in Blauwood Springs.

I am keenly disappointed that I
shall not see you at the meetings,
and I fear the whole conference will
seem like "Hamlet with Hamlet absent,"
for you are the chief life, & soul,
of the Archists organization!

You told me much about the com-
mittee's report that Dr. Gonnell seems
to be willing to divulge. I suppose
the recommendation about the separation

10-17th Ave.
Columbus, 1, Ohio
2-6-47

Thank you for the good word about my article. When galley proof arrives I will give it my prompt attention and if possible will return it to you in less than the prescribed time. Someday, I will tell you the story about the Local History book I revised and practically rewrote for the Social Science Research Council and how I had to beg Roy Nichols for the chance to see it in proof and then only got the page proof which I returned within 24 hours! Some of the errors (due to changes after it left my hands) are choice. But I know that you and I shall have no such arguments.

I would not advise you to undertake the job yourself. You have too many other tasks to consume your time. Of course, the American Archivist is briefer but still there will be plenty of work to index 40 copies. Off hand, I would say the job would be worth about \$500, that is, about \$50 per yearly basis. I received much more from the Association for my indexing, but paid out quite a bit for assistance.

Sincerely,

ncedy,
Bertha E. Josephson

March 3, 1947

Miss Martha S. Josephson
10 - 17th Ave.
Columbus 1, Ohio.

Dear Miss Josephson:

In going through my files I find another unanswered letter from you, so the simplest thing to do, I guess, is to write a second letter to go into your envelope.

I do want to thank you for the advice about the ten year index for the American Archivist. You will be relieved to learn that Dr. Fosner has assigned the job to a group of his advanced students, and Earl Trever and some of the other Washington people have undertaken the supervision of the project. I have obtained an extra copy of the galley proof for your article and have sent it along to them. That will be an early proof that I think is very good.

Thank you for suggesting a person whom we might have employed had we had to get someone from outside the profession to do the work. I am certainly relieved that I have not had to add that burden to the editorship.

You raised the question as to whether or not your article might have been better had it taken the form of a philosophical essay rather than specific rules. Curiously, today I had a letter from a person whom I had approached to to a similar article on endorsing, raising the same point. He wants to do an article on the justification of calendaring. If I interpret correctly what other archivists write me, they want very tangible and very practical procedures which they can apply in their own institutions. To be sure, no one is going to sit down and read your chapter on indexing for sheer enjoyment, but I do think that the next time someone comes into an archives department with the perennial request for help in indexing, that the archivist will rise up and call you blessed!

Sincerely,

Dear Margaret

Augustana College at
Rock Island, Illinois
is planning to confer
an honorary degree
upon me on Monday
June 2 at 9:30 A.M.

I have asked the
College to send you
an invitation to the
ceremony -

Herbert

Chicago, May 28, 1947

June 11, 1947

Dr. Herbert A. Kellar
Mc Cormick Historical Association
649 Rush St.
Chicago, Illinois.

Dear Herbert:

Neither Miss Rogers nor I received a formal invitation to "your party" from Augustana, by Miss Rogers happened to see Dr. Anders and he told her to tell me about it. It would feel funny now, I should think, to line up in an academic procession once more. I am certainly happy about your honor, and glad Aleecia (I never did learn to spell it) is old enough to appreciate it as an honor.

I suppose you have heard about the State Library bill which would take the Library away from the Secretary of State and put it under a commission appointed by the Governor. We don't know just what is behind it, except apparently that people in ILA who don't like Miss Rogers or who want or her or who prefer to be allowed to slumber on when she wants them to wake up, seem to be willing to go to all lengths to get her out. I think if the Secretary of State had been approached in the right way, he would have exclaimed, "Yes, take that Library- it is a pain in the neck." However, those sponsoring the bill preferred to go about it in an unethical and sneaky way. Aside from a personal fondness for Miss Rogers, I don't give a hoot what happens to the State Library, but administration of the archives under the proposed act would be very difficult and raise constitutional problems. Some people say the bill is dead, but it is still breathing regularly and has not lost consciousness, so I am not so sure about it. The proponents are fighting hard to keep it alive, and it has only two legislative days to go for passage.

You don't know how much fun you are missing by not being in government work. You seldom hear of a government employee committing suicide and I think it is because life in a capitol is one continued story. Almost anything can happen, and generally does!

Sincerely,

National Records Management Council

100 Washington Square East

New York City 3

Emmett J. Leahy
Executive Director

June 11, 1948

Miss Margaret C. Norton
Managing Editor
The American Archivist
Archives Department
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

It has been a long time since I have had a chance to visit with you and the occasion to write to you. My sincere compliments on the new life you have injected into The American Archivist.

Attached is a proposed draft of a news note which you may choose to include in the next issue. It occurs to me that since you were not at the Denver meeting, where our efforts to date in the establishment of a National Records Management Council were described in my talk, much of this may come as a surprise to you. If that is the case, I trust it will be a pleasant surprise.

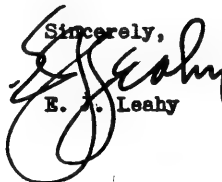
It is probable that we will have enough of note for each issue, so if you should choose to give us our own section under the heading of "National Records Management Council", as was done for me when I recorded our progress in the Navy Department and from time to time for our Committee on Business and Institutional Archives, we will make a real effort to forward the news.

I recall now that this letter should have been addressed to the News Editor, but I want to bring you up to date in any event as soon as possible. Therefore, I am letting the original go to you with a copy of the letter and the news note being sent to Miss Lethbridge.

I have the manuscript of a report on modern records management which I also plan to submit for your consideration in the very near future.

Best personal regards.

Sincerely,



E. J. Leahy

EJL:jh

Enc.

cc: Miss Lethbridge

National Records Management Council

100 Washington Square East

New York City 3

Emmett J. Leahy
Executive Director

June 14, 1948

Miss Margaret C. Norton
Managing Editor
The American Archivist
Archives Department
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

I noted, while in the process of filing, that Mr. Leahy's present address was not mentioned in his letter to you, dated June 11.

For the next several months, while in Washington on assignment with the Hoover Commission, his address is Room 608, National Archives Building, Washington 25, D. C.

Sincerely,


Joan Hawkinson

June 25, 1948

Mr. E.J. Leahy
National Records Management Council
Room 608
The National Archives Building
Washington 25, D.C.

Dear Mr. Leahy:

Mrs. Lethbridge has left the National Archives for the purpose of having a baby the end of this month, as you have doubtless heard. I haven't heard that she was planning to give up the News Notes but I should think she might have to do so. It is just as well to have items such as yours come to me direct so I can be sure they can be inserted.

Of course we will want regular news items on the development of the National Records Management Council. Frankly, I did not think the proposal to establish such an organization was going to get enough financial report to be put into operation, but I am delighted that it is going over. As an archivist I have been disturbed about two recent trends both stemming from the slipshod records production methods which have been the custom in the field of government especially. One of these, and the more important, has been the necessary application of archivists to the job of records disposal, which is letting other government officials, and I fear, some archivists, think of the archivist as the man who will help them with the destruction of records, instead as being the man who conserves records and fights to the end to preserve those which should be kept. My hair stands on end when I read of archivists who condone the policy of destruction simply because there isn't enough space to keep things - because some of the things some are willing to destroy should, in my estimation be preserved - service records, for instance. The other trend is the continued emphasis upon disposal as contrasted to efforts to see that records which should be created are actually created. That is not well put, but I think you understand what I am driving at. We all know, for instance, how serious the omission to keep vital statistics has been; are we giving enough thought to whether we may not be neglecting to furnish records of the future as necessary then as vital statistics are now? The answer to this problem as you and I see it, is Records Management. While Records Management and Archives work are very closely tied together, they are not same thing, and I do not believe the two functions can be adequately confined to the same man. Therefore, I am very sympathetic with the work

you are now engaged.

This News Note, by the way, has come too late for inclusion in the July issue of THE AMERICAN ARCHIVIST. The October number goes to press August first, so if you have anything to add to this note before then, please send it along.

Are you still with Remington-Rand? If so, perhaps you can answer a question which Miss Rogers, our Assistant State Librarian has recently put to me. She asks if your Microdex principle has ever been applied to library cataloging. My personal reaction would be that it would not do for a public catalog because of the necessity of threading film into the machine or else of having as many reading machines as you have rolls of catalog film, which isn't very practicable. Or don't I understand it? Now, please don't send a salesman around, for we are in touch with the local Remington-Rand sales organization, which is good. We are just exploring possibilities from the theoretical angle and I thought you might know something about it that you could pass on to us unofficially, so to speak.

I will be glad, nay, delighted, to have you submit the manuscript of a report on modern records management at your convenience.

Sincerely,

HARVARD UNIVERSITY

WAR ~~RECORDS~~ OFFICE
ARCHIVES

LITTAUER CENTER
CAMBRIDGE 38, MASS.

January 30, 1947

Miss Margaret C. Norton
Illinois Archives
Springfield, Illinois

Dear Miss Norton:

I had thought of waiting until the January issue of The American Archivist had arrived before writing to you; but since I have a moment now, I shall write anyway. Then when the journal is out, I shall have an excuse to write again. The first issue of the Harvard Library Bulletin has been published; it is quite an imposing affair of over a hundred pages. I hope I can send you a copy, or at least a reprint of Mr. Shipton's article on the Harvard Archives. This first article covers the goal and function of the Archives, while the contents of the collection will be described in a second, to appear in the next issue of the Bulletin in May. I have prepared a piece for the next issue on the background of the undergraduate and the Harvard Library from 1877 to 1938. This will be the middle of three pieces leading up to the proposed undergraduate library; Mr. Metcalf will do the other two.

A new issue of our Archives pamphlet is being printed, with a few changes. This is to take care of the new appointments to the staff and the new offices set up. The flow of material to the Archives keeps up, and the reference questions are more numerous than ever. Some business continues in the War Archives Office and the Document Library for Government Contracts, but I shall be glad, come Summer, to relinquish it. I expect to be at Columbia again for my last Summer Session for the Library degree. Dorothy will probably continue to work and to live in the apartment while I am away.

Mr. Keough has been in these parts the past few days, between exams and the new term. He is finding some courses, particularly cataloging, interesting. I have recently experienced a sad loss in the sudden death of my father. My mother is bearing up well, and will continue to live with a married sister. I derived some of my interest in history from my father, who, though it was not his job, discovered a good deal about local history.

Sincerely yours,

Robert W. Lovett

February 10, 1947

Dea. Mr. Lovett:

I am so sorry to hear about the loss of your father. You have the comfort of his having known that you came home safely and have settled down normally. I lost my own father twenty one years ago. He was close to eighty-seven and I did not want him to live beyond his capacity to enjoy life (which zest he never did lose). Nevertheless, in a way I have never got over his going, for we were very close. Somehow, though, as the years go by, I catch myself constantly wondering what he would want me to do in a given situation, and trying to live up to his ideals for me. I suppose that is because as I grow older I appreciate the importance of his high standards. Aside from the fact that I was never popular with boys, I think probably the real reason I never married was that I always compared every man to my father, and none could satisfy me. So, you see, I know what you have lost, also what you will gain.

I received the first copies of the January issue of the American Archivist last Friday and I suppose you will get yours soon. I think your article reads better in print than in typed form, and I hope you like it, also the company you are keeping. I will send along your twenty-five copies as soon as I get copy to tear apart and restaple.

My typewriter has a screw loose which accounts for the appearance of this page. I have ordered a spare part but have to limp along indefinitely, I suppose.

Sincerely,



RECEIVED
FEB 11 1947
U.S. DEPT. OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
WASHINGTON, D.C.

HARVARD UNIVERSITY

Document Office for Government
Research Contracts

G-16 LITTAUER CENTER
CAMBRIDGE 38, MASSACHUSETTS

February 20, 1947

Miss Margaret C. Norton
Illinois Archives
Springfield, Illinois

Dear Miss Norton:

The January issue and the reprints have come; the former I have found most interesting, and I thank you very much for the latter. If I were to single out anything from the Journal, it would be the account of the annual meeting and the reviews of books. I am sending for Staff Information Circular, No. 13, mentioned in the Reviews section.

I am sending the reprint of Mr. Shipton's article on the Harvard University Archives. A second part is to appear in the next issue of the Harvard Library Bulletin, but that won't be out until May. When it is in print, I will send it, as well as a copy of my piece on the Library's recent history, for the same issue of the Bulletin. I have in mind drawing a few other stories from the Archives for the Bulletin; both Mr. Metcalf and Mr. Shipton are encouraging. Of course I plan to finish up at Columbia Library School this summer.

We have had an unusually open winter, though today is cold and there is a promise of snow for tomorrow. Dorothy and I are planning to go to Beverly for the holiday week-end. I trust that you are not finding your multitude of jobs too arduous. Mr. Keough tells me that Mrs. Cabeen is not teaching the Public Documents course at Columbia this spring; I believe she has gone to the United Nations, though I may be wrong.

Sincerely yours,

Robert L. Lovett

March 10, 1947

Mr. Robert Lovett
Far Archives Office
Littauer Center G-15
Harvard University
Cambridge 38, Massachusetts.

Dear Mr. Lovett:

The copy of Mr. Shipton's article entitled "The Harvard University Archives: Goal and Function" arrived, I am chagrined to note, practically a month ago. I am covered with blushes to think I waited so long to thank you for it. I offer in extenuation the fact that for that length of time I have been struggling with flu. I had what is erroneously called "the four day flu" - which I find means you are completely prostrated for four days, then spend an indefinite length of time dragging around neither sick nor well and wondering why you cannot just peacefully die in your sleep. I just haven't done anything I did not have to do, but as always happens, I have had an unusually heavy schedule.

The most interesting thing I have done this winter was to serve on the Advisory Commission on the New York Archives. We went to Albany the last week in January for a strenuous two days of conferences. We are returning for what will presumably be our 1st meeting the first week of April, preceded by a conference of just the three of us in Washington. Unfortunately an archives bill has been introduced in the meantime, by still another group, which certainly will not follow our recommendations. Present indications are that it may be jammed through before we get there so our work may go for naught. As I attended the old New York State Library School in Albany over thirty years ago, I got a big thrill over being invited to go back to advise my alma mater, the New York State Library. I have passed through Albany a number of times by car and train, but this was my first visit there for some years. One of the girls in the Library gave a dinner party for me for some of my old Albany friends, and I thoroughly enjoyed it. I do not suppose there is another city of its size in the country which has changed so little physically - at least in the down town section with which I was most familiar. It was a lot of fun revisiting or passing old land marks.

I am glad to hear that you will be finishing your library school course this summer. I think you have made a wise decision in going on with that.

Sincerely,

HARVARD UNIVERSITY

Document Office for Government
Research Contracts

G-16 LITTAUER CENTER
CAMBRIDGE 38, MASSACHUSETTS

May 7, 1948

Miss Margaret C. Norton
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

I am wondering how you are. If you are not yet back at work, do not think you must answer this letter.

Mr. Hill, of the New York Public Library, has asked me to take part in the Archives and Libraries Committee meeting at A.L.A., on Friday, June 18. The subject is a manual for the college and university archives office, but considerable latitude has been given to me. So I will probably consider the building up of an archives collection, i.e., the sources, with examples from the Harvard Archives. A Miss Kieffer, of Franklin and Marshall College, may speak on processing such materials within a small college set-up.

We were interested in the governor's proclamation of a library day in Illinois and posted it on our bulletin board.

Where do the American Archivists meet this year, and when? With a month in Washington likely, and a trip to visit my wife's brother in Buffalo, I am not sure that I would be able to attend anyway.

I am wondering also whether an historical piece, tracing a particular subject in the Harvard Archives, would be of interest to the American Archivist. Some time ago I did an article of about thirty typed pages on the Pennoyer Scholarship at Harvard. It is an old one, dating from 1671, and was based on the rent of a farm in England. The letters between college treasurer and English agent throw interesting sidelights on the times, down to the 1870's. At present the Harvard Bulletin has it, but I am not sure that they will get to it in the foreseeable future. I have done two or three historical notes for them, and they are running a long series on Harvard Views, so may feel they have enough history for the time being. Of course the whole business is very tentative, but I am interested in getting your views.

Sincerely yours,

Robert Looney

May 22, 1948

Mr. Robert Lovett
Harvard University Archives
Harvard University Library
Cambridge, Massachusetts.

Dear Mr. Lovett:

My delay in answering your letter of May 7th is due neither to lack of interest nor to ill health. Since my operations I have not tried to do my American Archivist correspondence at home, but have to sandwich it in as best I can with my office work. I really feel better than I have for a year, though I still have no reserve strength and am taking things as easy as possible. I am giving up the editorship at the expiration of my term next year because I am having to lighten the load somewhere and that seems to be the best place. I enjoy the work immensely, however.

The Society of American Archivists will meet this year at Raleigh, North Carolina, October 27-29. I hope you can go, but that is usually a bad time of year for those of you at universities.

I am sorry that I cannot go to the American Library Association meeting this year. I had planned to drive East again for that and to spend my vacation in New England. Now I cannot afford the time, the money or the energy. I shall be interested in your Archives and Libraries Committee meeting at Atlantic City, and may wish to publish some of the papers if they are suitable and A.L.A. will let us.

Without having seen the article, I would say off hand that your study of the Pennoyer scholarship at Harvard, based upon research in the Harvard archives, would not be suitable for publication in the American Archivist which is pretty much limited in its scope to articles on technique, though occasionally we do have to violate that limitation.

Your Harvard Library Club Bulletins, especially the little squibs about your archives, are very interesting. Do you send copies to the National Archives? I think a brief news note about the type of archival notes you publish in each issue would be in order for us.

Sincerely,



WILLIAM D. MCCAIN
DIRECTOR

DEPARTMENT OF
ARCHIVES AND HISTORY
STATE OF MISSISSIPPI
WAR MEMORIAL BUILDING
JACKSON 105, MISSISSIPPI

February 13, 1947

Miss Margaret C. Norton, Editor
The American Archivist
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

The name of the Vice-president of the Society of American Archivists is William D. McCain, as shown on p. 72 and p. 108, not William B. McCain as shown on the cover and p. 8 of the January, 1947, issue of the American Archivist.

Sincerely yours,

A handwritten signature in cursive script, appearing to read "William D. McCain", is written over a horizontal line.

William D. McCain

WDM:mjm

February 17, 1947

Dr. William D. Mc Cain
Department of Archives and History
War Memorial Building
Jackson 105, Mississippi.

Dear Dr. Mc Cain:

Thank you very much for calling my attention to the slip in the spelling of your name on the cover and page 8 of the January issue. By writing to me about it promptly I shall have an opportunity to catch it in reading proof on the April issue which has already gone to press. They say the spelling of a man's name incorrectly is the unforgiveable sin, but I hope you will pardon me this time.

Sincerely,

MANAGING EDITOR

THE COTTON TEXTILE BUSINESS HISTORY GROUP

Miss Margaret C. Norton: Meetings. Here are two more letters, just to show you how the group is coming along. Dunn Loring, Virginia, April 28, 1947.

During the Meeting of the Mississippi Valley Historical Association at Columbus, Ohio, last week-end, the number of members of this Group was increased to twenty-five. See the Membership List below. Personal acceptance of membership or close associate assurance of acceptance was the basis of enrollment.

This formation of the cotton textile business history group follows the pattern of the Lexington Group in railway history. It is informal. There are no officers and no dues. Members keep each other informed of opportunities and developments in the field of textile history through individual or circular letters and meet several times a year in conjunction with meetings of associations and societies. Occasionally special projects are undertaken jointly by members; and the results if mimeographed or published are available free or at nominal cost of members. The many foundations and learned societies and some trade associations already well-established provide grants-in-aid and channels for the publication of articles, books and guides to research materials.

Members connected with institutions of learning may be addressed as "Dr." or "Professor," unless otherwise indicated.

Summerfield Baldwin, University of Akron, Akron, Ohio.
 James A. Barnes, Temple University, Philadelphia, Pennsylvania.
 William C. Binkley, Vanderbilt University, Nashville, Tennessee.
 Peter A. Brannon, Archivist, Dept. of Archives & History, Montgomery 5, Ala.
 C. K. Byrd, Asst. Director, Indiana University Library, Bloomington, Ind.
 Arthur H. Cole, Director, Baker Library, Soldiers Field, Boston, Mass.
 E. Merton Coulter, University of Georgia, Athens, Georgia.
 Christopher C. Crittenden, Secretary, N. C. Historical Comm., Raleigh, N. C.
 Gilbert C. Fite, University of Oklahoma, Norman, Oklahoma.
 Fletcher Green, University of North Carolina, Chapel Hill, N. C.
 Colonel Robert Henry, Association of American Railroads, Washington, D. C.
 Weymouth T. Jordan, Alabama Polytechnic Institute, Auburn, Alabama.
 Barnes F. Lathrop, University of Texas, Austin, Texas.
 James W. Livingood, University of Chattanooga, Chattanooga, Tennessee.
 Colonel William C. Lott, Graniteville Company, Graniteville, S. C.
 C. L. Marquette, University of Mississippi, Oxford, Mississippi.
 A. B. Moore, University of Alabama, University, Alabama.
 William D. Overman, Director, Library and Archives, Firestone Tire and Rubber Company, Akron, Ohio.
 Marie Bankhead Owen, Director, Department of Archives and History, Montgomery 5, Alabama.
 James W. Patton, North Carolina State College.
 Colonel W. M. Robinson, Jr., Washington House, 2000 16th Street, N. W., Washington, D. C.
 Wendell H. Stephenson, Tulane University, New Orleans 15, Louisiana.
 Mrs. Ophia S. Smith, & Dr. William E. Smith, Miami University, Oxford, Ohio.
 President Samuel H. Swint, Graniteville Company, Graniteville, S. C.
 David Duncan Wallace, Wofford College, Spartanburg, South Carolina.

Very truly yours,

Thomas F. Martin
 Thomas F. Martin.

THE COTTON TEXTILE BUSINESS HISTORY GROUP

Miss Margaret C. Norton:

Dunn Loring, Virginia,
May 26, 1947.

As you can see, I was not ready to send a note to Karl Prever by May 1. I am putting him on my mailing list.

Through Mr. Samuel H. Swint, President of the Graniteville Company, I became acquainted, during the recent meeting of the American Cotton Manufacturers Association in Augusta, Georgia, with several gentlemen interested in cotton textile business history. Those who expressed a desire to join our Group are named below:

H. J. Blackford, A. M. Law & Co., Spartanburg, S. C.
W. Rhea Blake, National Cotton Council, Memphis and Washington.
T. M. Forbes, Citizens and Southern National Bank Building, Atlanta.
Paul Halstead, Cotton Textile Institute, New York City.
Robert G. Jackson, National Cotton Council, 1406 G St., N.W., Washington, D.C.
W. M. McLaurine, 2126 Norton Road, Charlotte, N. C.
E. R. Oliver, Southern Railroad, Washington, D. C.
Walter Simistor, Jr., Ralph E. Loper Co., Greenville, S. C.

The names of others whose attention has been attracted to what we do are temporarily on our mailing list. We hope they will eventually qualify as members of our Group or as cooperating associates.

Dr. Richard C. Overton, School of Commerce, Northwestern University, Evanston, Illinois, affectionately called "Chief Pusher" in the Lexington Group in railway history, inquires, "Could I qualify as a member of your Cotton Textile Business History Group? After all, we are supposed to be teaching business history in general here at Northwestern." Needless to say, the answer is emphatically affirmative.

Those whose names I may have failed to note or recall should send a reminder.

In following the pattern of the Lexington Group, we shall first discuss in meetings to come the present state of cotton textile history both at home and abroad: Cotton production, marketing, export and import trade, cotton tariffs, etc.; cotton manufacturing — buying, spinning, weaving, finishing, etc., beginning with the first steps in each locality, State, region, and country; cotton textile markets at home and abroad — Manchester, Liverpool, New York with its Worth Street and antecedents, etc.; competition; tariffs; textile machinery developments and manufacturing; finance; management; labor; public relations; biography; diplomacy; etc.

Secondly, we shall round out bibliography and learn what source materials are available by sending inquiry forms to all companies and firms having historic antecedents and "careers" for lists (1) of books, booklets, articles and other publications relating to any aspects of their history and (2) of records and papers, reports, with information as to years covered, location, types, bulk in cubic feet; and for answers to such questions as, "Are you willing to have trained historians engaged in serious research apply for access to your source records? If so, to whom should application be made?"

Have you any suggestions? In the historical line, what do you like to do?

Yours truly,

Thomas P. Martin
Thomas P. Martin.

P.S. You may find some reference to an early Indiana cotton mill in my articles in the Journal of Southern History, especially the August, 1945 issue, Vol. XI, No. 3, page 389-423. T.P.M.

July 7, 1947

Dr. Thomas P. Martin
Dunn Loring, Virginia.

Dear Tom:

I note with chagrin that I have waited almost a month to acknowledge copies of the two very interesting letters concerning the Cotton Textile Business History Group. I trust you will prepare a news note for the American Archivist for October (goes to press August 1st). Send this to me unless you have already sent one to Karl Trever who has recently resigned as News Notes Editor. If you have already sent the note to him, never mind, for he will forward it to me.

Now aren't you glad you aren't the archivist of the U.S.? Apparently the very fact that FDR favored the archives is working against it now; at least, the news we have heard about Solon's budget don't sound encouraging.

I was in Washington for two days the first of April but to my great disappointment I did not get a chance to get up to the Library of Congress to see my friends there. You speak of hoping to see me in the fall - I hope that means you are coming to the BAA meeting at Colorado. I hope so.

Please give my best regards to Mrs. Martin.

Sincerely,



The National Archives

Washington, D. C.

October 28, 1947

Miss Margaret C. Norton, Editor
The American Archivist
Illinois State Library
Springfield, Ill.

Dear Miss Norton:

One of the microfilm venders is anxious to have published in the Journal of Accountancy the paper on legal problems read for me at the last SAA meeting.

Do you have any objections? From the attached copy of the MSS you will note that the SAA will receive some publicity therefrom.

My promise of an article for the American Archivist with more emphasis on the problems of governmental records still holds.

Sincerely yours,

Daniel F. Noll
Daniel F. Noll

Encl.

LEGAL STATUS OF MICROPHOTOGRAPHED BUSINESS RECORDS

By Daniel F. Nell
The National Archives

(A paper read at the Eleventh Annual
Meeting of the Society of American
Archivists, Glenwood Springs,
Colorado, September 4, 1947)

those

The primary objectives of making ^{those} microphotographs likely to be needed in evidences are either to reduce the cost of current accounting procedures or to reduce the bulk of accumulated noncurrent records. In the first instance, the original document is not destroyed; it merely passes to the custody of others. Where space conservation is the motive, the paper records are destroyed. Two legal problems, therefore, are involved: the admissibility of entries made in accounting and other records in the routine course of business, and the admissibility of copies or reproductions of documents that have been willfully destroyed.

The destruction of private business records is not generally governed by statutes. In some types of business, however, state and Federal regulatory commissions have lawful authority over what records must be retained and for how long. In government offices, records may be destroyed only under procedures prescribed by statutes. Since the advent of microphotography, the statutes

governing public records and the rules of the regulatory commissions have been modified to permit destruction of certain paper records after they have been microphotographed. The public record statutes usually contain a clause giving to the microfilm copies the same force and effect that the records microphotographed would have had; the regulatory commissions lack the authority to vest such microfilm records with any special evidential status. The rules of the regulatory bodies are far from uniform. Some require only that an officer of the corporation shall maintain data on all records destroyed; others require prior approval for microfilming specific groups of records. Most prohibit the destruction under any circumstances of certain accounting records, but are relatively liberal about microfilming many of the underlying and supporting documents.

The greater portion of business records being microphotographed today do not involve destruction of the original records. Banks microfilm transit checks to avoid the errors and labor cost of manually listing the millions of checks clearing daily through the banking system. Both banks and department stores reduce the number of times individual transactions or sales must be posted by making all detailed entries on a single loose-leaf record. At the end of the month or billing period, this record is microphotographed and mailed to the customer as a statement. Checks and sales tickets may also be microfilmed and returned to the customer with the statement.

Under these procedures the only detailed record retained by the bank or department store is the microfilm copy.

The economies effected by such use of microphotography are so great that, even if there were legal obstacles, any losses through an occasional lawsuit would be more than offset by other savings. Where the sole purpose of microfilming is to reduce the bulk of accumulated records, also, management may decide to take a calculated risk. The extent of this potential risk is perhaps indicated by the fact that, out of 50 billion records said to have been micro-filmed, only two cases involving microphotographs have been cited to date in American law reports.

Fortunately, the rules of evidence are sufficiently flexible to meet new methods of keeping records. In Section 1530 of his second edition on Evidence, Professor Wigmore has expressed this opinion:

"When it is a mere question of . . . confidence . . . in a certain class of statements, there can not be . . . one rule for the business world and another for the court-room. The merchant and the manufacturer must not be turned away remediless because methods in which the entire community places a just confidence are a little difficult to reconcile with technical judicial scruples"

In the early law, a document involving contract or property rights had to be produced before the court. Its physical presence was all that counted and to lose one's deed was to lose one's property. The purpose of this rule was to avoid fraud. Later, the severity of this rule was reduced by the acceptance of other means of proving the contents of a document that had been lost, destroyed, or which for other reasons was inaccessible to the court or either party to the suit. These other proofs are known as secondary evidence; the original document is ordinarily the primary evidence. Under the rule of best evidence, however, an inferior type of evidence may not be accepted until the court is satisfied that a higher type of evidence cannot be produced. Thus, according to these fundamental rules of evidence, we would not expect that a microphotograph of a bank check would be offered in evidence until it had been shown that reasonable diligence had been exerted to obtain the original check and that these efforts had been without success.

The rules of evidence are determined by the precedents established in prior court decisions or by the statutes passed by the state legislatures or Congress. The former is known as the case law, the latter as the statute law. The courts are divided into jurisdictions, state and Federal. Under the "law of the forum", Congress can prescribe rules of evidence for the Federal courts only; the state legislature can enact statute law only for the

courts of its own state. A microphotograph of a document, accorded the status of primary evidence by a Federal statute, might be considered secondary evidence in a state court. Inasmuch as there may be as many rules of evidence as there are jurisdictions, any attempt at generalizations are dangerous and the distinction between primary and secondary evidence is best left to those practicing law in a specific jurisdiction.

Some basic principles, however, seem to be common to all jurisdictions. Even where an original document is offered in evidence, the court must be satisfied that it is relevant and that the document actually is what it purports to be. A copy or reproduction of a document is no more admissible in evidence ^{than} that the document copied would have been. Thus, a microphotograph of a carbon copy of a letter in a Government file will not be admissible unless the carbon copy itself would have been accepted as primary evidence.

In general, properly verified copies or reproductions of original records may be admitted in evidence only if the non-production of the original is explained to the satisfaction of the court. The slightest suspicion of fraud must be eliminated. A microphotograph, made at a time when it was not known that any litigation would result, will repel any inference of fraud more easily than a photostat copy made for the specific purposes of the suit. Even the accuracy of the microphotograph is not likely to be challenged, if it is shown that

no motive for misrepresentation could have existed at the time the records were microfilmed. The date the microfilm copies were made, the fact that thousands of other records were microphotographed at the same time, the reliance the business community places on microphotographs, - all of these will be strong presumptive evidence of the absence of fraud and the accuracy of the reproduction.

The statutes governing the admissibility of accounting entries existed long before the appearance of microphotography. They were needed because many minor business transactions are not as formally documented as contracts, deeds or mortgages. The facts of many legal actions must be proved by the best evidence of which the circumstances will admit. The types of accounting records and the persons considered competent to verify the entries vary widely with the jurisdiction. In the early days of the "regular entry" rule, entries in "books of original entry" only were admissible and the testimony of the original entrant was necessary. Later, the type of accounting record was broadened to include almost any record maintained in the routine course of business and testimony of the supervisor or person in charge was as acceptable as that of the clerk who had personal knowledge of the specific entry involved. The case law has been supplemented by statutes in about two-thirds of the states. Some of these statutes were already broadly enough worded to include microphotographs; recent statutes in several

states specifically mention microphotographs made in the routine course of business. The Federal statute on this subject reads as follows:

" . . . any writing or record, whether in the form of an entry in a book or otherwise, made as a memorandum or record of any act, transaction, occurrence or event, shall be admissible in evidence . . . if it shall appear that it was made in the regular course of business . . . at the time of such act . . . or within a reasonable time thereafter. All other circumstances of such writing or record, including lack of personal knowledge by the entrant or maker, may be shown to affect its weight but not its admissibility"

(Emphasis supplied) 1/

1/ 28 USCA sec 695

Both of the two cases cited in the law reports involved microphotographs of bank checks. No cases appear to have been reported where microfilm was used with a view to the destruction of the records. This does not mean that no other microphotographs have ever been admitted in evidence. It may simply be that, in the absence

of any objection to the introduction of a microfilm copy, a legal issue worthy of citation was not raised.

In 1939 a decision of the U. S. Circuit Court of Appeals in the case of U. S. vs. Manton ^{2/} ruled that a microphotograph of

2/ USCCA 2 Cir; 107 F 2d 834

a bank check made in the routine course of business was primary, not secondary, evidence of payment. An appeal had been based largely on the ground that the trial court had overruled objections to the introduction of the microphotograph without explanation of the failure to produce the original check as best evidence. Manton, a former Federal judge, was charged with having accepted favors from persons interested in cases being tried before his court. Obviously, his benefactors would not readily have tendered the original cancelled checks to his prosecutors. If there had been no regular-entry statute, the prosecution counsel would undoubtedly have shown that the original check was in the hands of adverse parties as a foundation for the introduction of the microphotograph as secondary evidence. The higher court, however, upheld the trial court that the microphotograph came within the meaning of the phrase in the Federal statute, "an entry in a book or otherwise".

In 1942 a decision of the Illinois Supreme Court in the case of
People vs. Wells ^a 3/ reversed the conviction for forgery largely on

3/ 380 Ill 347, 44 NE (2d) 32. For an annotated discussion of
this and other cases involving photographic copies, see 142 ALR
1262, 1279.

the ground that a microphotograph of a bank check had erroneously
been admitted as primary evidence by the trial court. In rendering
the decision, Justice Thompson wrote in part as follows:

"The defendant in error cites no authority in
Illinois . . . that facsimiles of checks are
admissible as primary evidence A
careful reading of United States v. Manton . . .
reveals that the records (i.e., microphotographs)
were admitted under Act of Congress where special
authority was given to . . . records made in the
regular course of business We have no
such authority in this state

"The court appreciates the fact that photographs
. . . can be an invaluable aid in assisting the
court or jury, but we believe this assistance
can as well be maintained by adhering to the
fundamental law pertaining to the best evidence
rule

"There was no attempt . . . to submit to the
court evidence which would lay the foundation for
secondary evidence. This could easily have been done,

"We are of the opinion that the photographic record occupies the same place as the book record The photographic system was adopted for the purpose of improving the former clerk's transit sheet The clerk's transit sheet . . . could only be used where it was shown best evidence was not available."

The rejection of the microfilm copy as primary evidence in the Illinois case was no reflection on the microphotograph in evidence, but rather a criticism of the failure of the prosecution in the trial court to explain its failure to produce the original check.

Although there have been no cases directly involving microphotographs of records which have been destroyed as part of a planned system of records retirement, there have been many cases where other types of copies have been admitted after a proper foundation had been laid. The following excerpt from a Rhode Island case in 1934 is probably typical:

"The modern view is that when a paper has been destroyed in the ordinary course of business and the trial justice is satisfied that it was done without fraud, secondary evidence of the contents of the destroyed paper is admissible." 4/

Whether the records are microphotographed as a substitute for other accounting procedures or for the elimination of bulky paper files, the following proofs should be readily available:

1. Evidence that the paper records have, in fact, been destroyed, or that they passed to other custody in the routine course of business.
2. Evidence that preservation of records on microfilm, rather than in paper form, is the established policy, sanctioned by all agencies known to have lawful authority over the retention of the records. If the destruction of the records after they have been photographed is subject to a statute or the rules of a regulatory body, the court may require proof that all the provisions or procedures involved have been complied with.
3. Identification of each roll or shorter length of film which will enable the court to establish the relationship between the microphotographs and the authorization to destroy or the proof of destruction.

4. A certificate signed by the camera operator at the end of each roll or shorter length of film with description of the segment of the files included therein.

It will be noted that many of the above proofs will not be available at the time the records are photographed. There has been a tendency toward unnecessarily elaborate certification, but the most serious mistakes have been in attempts to incorporate on every roll of film authentication that could not possibly be made until much later. "Certificates of authenticity" photographed at the start of every microfilm roll often read as follows:

"This is to certify that I am the legal custodian of the original records microphotographic copies of which appear on this roll of film; that the images appearing on this film are true and complete photographic copies of the original records; and that said original records have been microphotographed in accordance with all the requirements of Public Law 115, 76th Congress, First Session, approved July 7, 1943

It is intended that these microphotographs shall have the same force and effect as the originals thereof and shall be treated as originals for the purpose of their admissibility as evidence, as provided in Section 13 of the above described Act of Congress."

All of this legal-sounding phraseology is at first quite impressive, but I have had some amusing experiences with such certificates. In one case, the Act of Congress cited on several thousand rolls of film was repealed by a new statute before the authorization to destroy was actually received. In another case somebody changed his mind about destroying the paper records. I do not know what became of the microfilm rolls bearing a "certificate of authenticity" to the effect that the microphotographs thereon should be treated as originals for the purposes of evidence. Any attempt to anticipate all legal eventualities will probably only multiply the technicalities which opposing counsel could raise. How could anyone, for example, certify that the microphotographs were "true and complete photographic copies" until he had seen them? The courts will be interested, not in the intent to comply, but in the proved fact of compliance.

After the film has been developed, inspected for the occasional illegible image and the retakes properly spliced, some such certification can be made. But such documentation, including the authority to destroy and the affidavits that the records have actually been destroyed, should be preserved in a "cremation file" or, as we say at the National Archives, a "disposal dossier".

Simpler identification and certification on each roll of film will serve most useful purposes without unnecessarily creating new

legal technicalities. Because microphotographs are rarely needed for legal purposes, any system adopted should first meet the needs of routine reference use. The microfilms should be so identified and indexed that any individual document can be found when needed. If the court wants additional verification or proof of accuracy, it can be developed by oral testimony. Many rolls of microfilm in banks and department stores exist today without any special identification. It may be that a little more systematic indexing would save 75 percent of the time required to find a given check or statement, but there is no legal hazard created by lack of title targets, operators' certificates or documentation in a "cremation file". Witnesses can be called to verify that this was the routine way of maintaining these records.

Where large accumulations of noncurrent records are micro-filmed with a view to the disposal of the records, however, identification and indexing that seemed adequate at one time may prove unintelligible to some future custodian. Adequate identification of the contents of each roll is usually obtained by the use of a title and roll number target at the start of the roll and ^{an} operator's certificate at the end. Detailed indexing data from the operator's certificate is also entered on the storage carton.

The primary function of the title target is to indicate the name of the business, the department or component of the organization, and a brief title of the records. This title should be chosen so that the same target can be used for a number of rolls of film. Description of the first and last documents on the roll will not be shown on the title target. One very practical reason is that at the time the title target is photographed the operator rarely knows what the last document will be. If the records at the starting, intermediate and ending index points are shown on the carton, it is not necessary that these data appear on the title target. A microfilm job number for each series of records also frequently appears on the title target. It provides a convenient method of indicating the series without writing the title in full on every operator's certificate and other production records. It may be incorporated as part of the roll number. For example, the tenth roll of a series known as Microfilming Job No. 7 would be designated "Roll No. 7-10."

The operator's certificate usually contains the series title or job number, the film roll number, and the description of the documents at the starting, intermediate and ending index points. The certificate should be signed by the camera operator, and if possible by an immediate supervisor. The words "true copies of original records" should be avoided. The operator has not seen

the developed microfilm at this time and some of the records may have been carbon copies. Perhaps the most satisfactory phraseology would be as follows:

"I hereby certify that I have photographed the
above described documents on this ____ day of
____."

The practice of cutting out illegible microphotographs and splicing in "retakes" has given lawyers some concern. Perhaps the most economical and legally satisfactory solution is to splice the "retake" in front of the starting targets of the original reel, leaving the illegible images in place as evidence of the necessity for corrective action. The rephotographed image or images are preceded and followed by special retake targets and certificates.

In summary, then, after almost two decades of modern microphotography, legal problems have risen in only two court cases. In both of these cases, it is conceivable that no legal issue would have been raised if the fundamental rules of evidence had not been abandoned for short-cuts offered by the regular-entry statutes. Time and legal costs will probably be saved if the following simple precautions are taken:

1. Establish the existence, at one time, of
the original and its competency as evidence.

2. Show that the motive for its destruction or non-production in court is free from suspicion of fraud.

3. Establish the accuracy of the micro-photographic techniques.

4. Follow minutely the statute or case law of the jurisdiction.

November 8, 1947

Mr. Daniel F. Noll
The National Archives
Washington 25, D.C.

Dear Mr. Noll:

Since you are definitely going to give us an article on the general subject of the legal status of microphotography, I think it would be quite all right for your paper in relation to business records, read at SAA, to be published elsewhere. I suppose that your paper for us will cover much the same ground. I do not think your paper should be limited to government records unless it would take too much space to mention any other kind.

I am still hoping that you can send along short pieces for use as fillers. Fillers are much harder to come by than articles, it would seem. I am completely out, and may have to take some quotations from your war manual this time, though if so they will not be parts which I think it likely to expand or revise. I do not have the copy at hand as I am writing this letter, so cannot illustrate.

By the way, what, if anything, have you done with your proposed manual? So far as I know, you did not follow my suggestion of asking the Council of the SAA if they would be interested in publishing it. It might reduce the cost of printing if we serialized parts of it in the American Archivist though I suppose some of the more technical sections might not be so good there. There is such a need for a manual that I hope you will go on with your plans.

Sincerely,

Mar.18, 1947

Dear Miss Norton:

Undoubtedly someone has already suggested it, but I want to call your attention to Mary A. Benjamin's articles in the March 1 and 8 Publishers' Weekly, "Should the Dealer Permit His Manuscripts to Be Copied?" It looks to me that an "answer" in The American Archivist, if not in the Publishers' Weekly by some responsible member of the Society might be desirable.

Miss Benjamin is arguing against copying collector's items and, in similar spirit, against the withdrawal of manuscripts from by market by libraries and depositories. Almost everyone has run into this attitude before - I ran into it in a public institution, "Mr. Salley's archives" (South Carolina Historical Commission) - and the financial argument is familiar. Although the argument is old, I suspect it will have to be answered anew for the inheritors of Rooseveltiana and other private papers of the New Deal era. It would make for a lively article if treated in the proper spirit - that is, seriously but not ponderously.

My first reaction is that it would be a service to the Society and the profession if you were to comment on the article in the original journal, Publishers' Weekly. It might also be an opportunity for a "lively" piece in the Society's journal.

Sincerely,

Charles W. Paape

March 25, 1947

Dr. Charles W. Paape
Assistant Professor of History
Carnegie Institute of Technology
Schenley Park
Box 376
Pittsburg 13, Pennsylvania.

Dear Dr. Paape:

Thank you for calling my attention to Miss Benjamin's articles in the Publishers' weekly. I had missed them. I am sending your suggestion along to the chairman of the Committee on Archival Research, who solicits most of our articles for us - Carl Lokke.

It was good to hear from you again and to know that you have not lost interest in the magazine you served so long and faithfully. We seem to be overcoming the difficulty Dr. Pease and you had - not enough articles. Although I am still having to scramble for articles of more interest to the smaller archival agencies, I am getting more articles than I have been able to print. Our major problem right now is finances. Our printing costs have jumped up to nearly \$7.00 per page, and the Council is insisting that we send page proof to all authors - you know what that means. I held off as long as the powers that be would let me - now I am dumping the cost back into their laps. We are again planning to go after advertising, but with what results I cannot tell.

I trust you are enjoying your new work at Carnegie Tech. I should think you would like Pittsburg better than Urbana which has always seemed an uninspiring place in which to reside. I didn't go to school there, so the element of loyalty does not enter into that statement.

Please remember me to my friends James and Oliver if they are still around. It has been so long since I have been able to attend a meeting of the American Historical Association that I have lost touch with them.

Sincerely,

MANAGING EDITOR

August 28. 1947

Mr. William R. Palmer
State Archivist of Utah
Utah Historical Society
Salt Lake City. Utah.

Dear Mr. Palmer:

On account of illness in my family I have had to let my correspondence pile up uncared for, and I have only just now got to the consideration of a letter from Mr. Albert Schneider telling me of your appointment as the new State Archivist of Utah. Please permit me to offer, not only my heartiest of congratulations, but also any assistance in my power to help you in your new work.

Mr. Schneider has suggested that you might like to attend the meeting of the Society of American Archivists which will be held in Glenwood Springs and Denver September 3-7. There isn't time now to get word about you to the Secretary of the Society nor to the chairman of the local committee, but as a past president of the Society I can bid you a hearty welcome, and I hope you will make every effort to attend, especially so since this is the first meeting held west of the Mississippi river. If you can go, please make reservations through Miss Dorothy K. Taylor, Chairman Committee on Local Arrangements, Supervisor of Records, Denver and Rio Grande Western Railroad, Denver, Colorado.

Please excuse the lateness of the invitation and the lack of literature. I also hope that you will join the Society (personal dues \$5.00 per annum) and will have the Secretary contact you.

Sincerely,

Managing Editor

July 3, 1948

Professor Theodore C. Pease
Lincoln Hall
University of Illinois
Urbana, Illinois.

Dear Dr. Pease:

Some time ago you told me that if we ever stopped using Banta as publisher for The AMERICAN ARCHIVIST to let you know, since the University might like to take our place. Recently Banta has announced that it is dropping some fifteen or sixteen of its smaller periodicals because the relatively large amount of composition work as opposed to press work is throwing its balance out of line. The AMERICAN ARCHIVIST is one of those Banta is dropping. We have received a proposition from the Torch Press of Cedar Rapids, publisher of the Mississippi Valley Historical Review, to take over our magazine. Their prices are somewhat higher than Banta's have been, but he always boosted the price every year, so probably they are not out of line and we shall probably use this company.

It occurs to me that perhaps the University of Illinois might have work which would appeal to Banta as more profitable than ours, and at least you might like to know that we are quitting them with regrets.

It has been a long time since I have seen Mrs. Pease and you. Don't you ever get over to Springfield any more? I haven't been to Champaign for years myself. I thought that after the war I would be seeing more of my friends, but it isn't working out that way. I had a serious illness and two operations last winter, but am feeling pretty well now.

Sincerely,

UNIVERSITY OF ILLINOIS

DEPARTMENT OF HISTORY

URBANA, ILLINOIS

7 July 1948

Miss Margaret C. Norton
Archives Department
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

This will acknowledge the receipt of your letter of July 3. I will take the matter up with Director Schramm. However, the University press does not do commercial work. It ordinarily puts out only University publications.

I am very sorry indeed to hear you have been in such bad health and only hope that things may be going better. Marguerite joins me in warm regards.

Sincerely yours,


Theodore C. Pease

Head Department of History

TCP:elp

September 10, 1947

Professor Theodore C. Pease
323 Lincoln Hall
Urbana, Illinois.

Dear Dr. Pease:

Some time ago you forwarded to me some document which came addressed to you as former editor of The American Archivist. I am enclosing \$.24 to reimburse you for postage, and apologize for the delay in taking care of this matter.

On account of the death of my mother just at the time, I did not get to go to the recent convention of the Society of American Archivists. Miss Rogers and Miss Scheffler went. Neither mentioned seeing you, so I suppose you were as usual unable to attend. From reports received so far, the papers were rather theoretical and the physical accommodations poor, so I guess we did not miss much by staying home.

Sincerely,

THE SOCIETY OF AMERICAN ARCHIVISTS

OLON J. BUCK, PRESIDENT
THE NATIONAL ARCHIVES
WASHINGTON 25, D. C.

VIRGIL V. PETERSON, CHAIRMAN
MEMBERSHIP COMMITTEE
306 STATE MUSEUM
DENVER 2, COLORADO

April 11, 1947

LESTER J. CAPPON, SECRETARY
P. O. BOX 203
WILLIAMSBURG, VIRGINIA

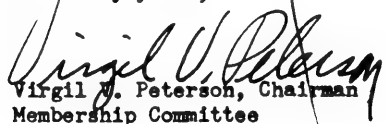
Miss Margaret C. Norton
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

Thanks for your letter of April 8th and your suggestions as to our visit to Springfield en route to the Mississippi Valley Historical Association meetings. Schedules are very difficult in and out of Springfield when one is limited on time. It is possible, however, that I will be in Springfield Tuesday morning, April 22nd, at eleven o'clock. Our train would leave out again for St. Louis about 7:30 that evening. This would not give us as much time as we would like for the visit but it is the only possibility we would have at this time. I am not sure that we will be able to make this visit and in the event we do I will send you a letter the end of next week.

Last week I received a letter from Dr. Cappon. He mentioned the suggestion of a spread advertising the Society meetings on the back page of The American Archivist. Dorothy Taylor and I got together and made up something that we thought would be logical for this spread. I am not sure that you want to advertise for both the Society and the Association or if it would be just for the Society alone. However, I am making up two adds which would fit for each case. Of course, this is strictly in accordance with the wishes and the approval of the heads of the two groups as well as taking your wishes into consideration. It is all purely suggestive. I am, however, sending a copy of these to Dr. Cappon and also one to S. K. Stevens. I would appreciate it if you would let me know whether this is satisfactory and what the final decision is.

Sincerely yours,


Virgil V. Peterson, Chairman
Membership Committee

VVP:lis

Enclosures

ENJOY

the

COLORADO ROCKIES

at their best

PLAN NOW

to attend the

11th Annual Meeting

of the

SOCIETY OF AMERICAN ARCHIVISTS

AT

Denver and Glenwood Springs, COLORADO

September 3-7, 1947

April 16, 1947

Mr. Virgil Peterson
Acting State Archivist
Colorado State Museum
Denver, Colorado.

Dear Mr. Peterson:

We will be glad to see you next Tuesday, even though you will not have time enough to see and do much here in Springfield, though it will be time to see the Archives Building.

The Denver and Rio Grande Railroad came across with an ad for the meeting, so I am not sure whether Mr. Cappon meant to ask your local committee to pay for this spread or not. Until I hear to the contrary, I shall assume that he meant for you just to prepare copy for us. I will use one or both of these either as a filler or for some other prominent place in the July issue.

I have heard that Mr. Brayer will be coming home almost any time. Please say hello to him for me.

Sincerely,

22 January 1948

Dr. Ernst Posner, Dean
Graduate Division
The American University
The School of Social Science
and Public Affairs
1901 F Street, Northwest
Washington 6, D. C.

Dear Dr. Posner:

We are sorry to say that Miss Norton is hospitalized and we understand that she will be operated on Friday, January 23d. Altho the operation is a major one it has been planned and we are looking forward to her physical well-being soon. Miss Norton addressed the enclosed letter to Mr. Fred Shelley, 1509 29th NW, Washington 6, D. C. and it was returned unclaimed, no such address. Apparently it was one of your students and we would like for you to deliver it to him.

Respectfully yours,

THEO J. CASSADY
Assistant to Miss Norton

TJC;mw

November 15, 1947

Dr. Morris L. Radoff, Archivist
Maryland Hall of Records
Annapolis, Maryland.

Dear Morris:

Some one seems to have cast an evil spell over me when it comes to publishing anything about the Maryland archives. Of course the errors in the names Robertson and Hartsook are unpardonable and should have been caught. I am grateful that no worse errors crept into the October number than did - there was at least one other one. Copy went to press the week my mother died; my house was completely torn up when galley proof came; and I was taken ill and carted off to the hospital before I had finished reading page proof. I depended upon others for the proof reading and would have thought that Dick Wood would have noticed those two names, but I suppose he isn't familiar with them. I will try very hard to exorcise the demon before mentioning your institution again.

It is good to know that the manual on calendaring is almost ready to come. You may or may not want to make changes in accordance with Dean Posner's comments. I should like to start publishing this in the April number if possible. That will go to the printer February first.

Isn't it about time that some of the lectures given before the archives class were released for publication? The students are always so enthusiastic over them, and I think The American Archivist ought to publish more articles on archival technique (how to do) than we are able to get. You are setting a good example in preparing this treatise on calendaring.

We also need a good philosophical article on the different publication techniques for records - something which would summarize and bring up to date the discussions by Binkley when he was chairman of the Joint Committee on Methods of Reproduction. We also need a sound article on the editing of documents for publication in extenso. Could you do either, or suggest someone who would?

Sincerely,

Dillingen/Bonau,
March 27, 1948.

To the
Society of American Archivists
Washington D.C.

The University Pennsylvania - Philadelphia
having mediated me your address I take the
liberty of applying to you.

For many years I have specialized in
restoring and conserving precious old manu-
scripts and documents, which are first cleaned
and restored; afterwards the separate parts of
a leaf are either tied together by a mass free of
acid or embedded between pergamin paper
(transparent glass paper). As I want to become
known abroad, too, the idea struck me of
writing an article in the 'Archivist'.

I should be so very much thankful
to you if you were of some assistance to me
by showing me the way how best to do it.

I might venture to say that I would be of
a considerable help to you. It has been my
ardent desire to work in U.S.A., but I am
lacking in addresses and in connexion
with experts of archaeology and interested
parties.

If there were any possibility of inserting
an article in the 'Archivist' kindly inform me;

I would expand exhaustively then about my special work.

Perhaps you will be able, too, to indicate public authorities to apply to.

With my best thanks for your kindness in advance

I am
yours respectfully

Ernst Rohde,
Dillingen/Donau, (138)
Königstrasse 6.
Germany, Bavaria
US Zone

6303 - 20th Avenue
Green Meadows
Hyattsville, Maryland

November 18, 1948

Miss Margaret C. Norton, Editor
~~Executive Secretary~~
Illinois State Library
Springfield, Ill.

Dear Miss Norton:

At the request of Dr. Crittenden I enclose herewith the paper I read at the Raleigh meeting last month. If it is your plan to consider it for publication, I should like to order about 100 reprints, if the cost is not too much.

It was a real pleasure to meet you at Raleigh. I was sorry indeed that I had to be back in Washington the next day, for by all accounts the other two days of the meeting were highly enjoyable occasions.

Cordially yours,

Milton Rubincam
Milton Rubincam

Springfield, Ill.
Nov. 23, 1948

Dr. Milton Rubincam
6303 - 20th Avenue
Green Meadows
Hyattsville, Maryland

Dear Dr. Rubincam:

Thank you for sending me the copy of your paper entitled "What the Genealogist Expects of an Archival or Historical Society." I found it very interesting and feel it should be published in the American Archivist. As you know I shall be getting out only one more number after the January issue so I cannot say just when this will be published.

It was a pleasure to have met you and I trust we shall meet again at further meetings.

Sincerely,

MCN:mv

Albert H. Schneider

....
P.O. Box 592
Arcadia, California

August 11, 1947.

Miss Margaret C. Norton
Editor
American Archivist Quarterly
Springfield, Illinois.

Dear Miss Norton:

In the last edition of the Quarterly I noted the article on Archival activities in the various states and was greatly surprised to read that Utah had failed to make a report on this subject, being the only state failing to make such a report.

We were in the process of buying a house when the Quarterly came so that I did not read the article thoroughly. Then we came up to Utah to work on County Records at Parowan, Iron County. Upon arriving there I was introduced to a Mr. William R. Palmer and informed that he had been recently appointed State Archivist for the State of Utah. This greatly interested me and I immediately interviewed Mr. Palmer.

In a few days I shall write a little article about Mr. Palmer and his activities and forward it to you for your use if you think it worth while. However, in the meantime I wish you would see to it that Mr. Palmer receives an application card for membership and an invitation to the Annual Convention at Glenwood Springs, Colorado. He was greatly interested in the Association and told me he would very much like to attend the Convention and learn how other Archivists carry on their work. He told me that he would be in Eastern Utah at about the time the convention is to be held.

Mr. William R. Palmer, Cedar City, Utah, was appointed as State Archivist by the Utah State Historical Society on June 29th (1947). The Utah State Legislature, in a law passed as far back as 1917, made the Historical Society a state institution insofar as "all records, documents, relics and other material of historic value" are concerned. It was only within the past few months that the society decided to do something about the matter.

Would you like such a report for the quarterly?

I would love to attend the Convention at Glenwood Springs but have had so many interruptions and delays this past year that I cannot take the time. After all I have to make a living.

Yours very truly
(Signed) Albert H. Schneider

September 10, 1947

Mr. Albert H. Schneider
P.O. Box 592
Arcadia, California.

Dear Mr. Schneider:

Owing to the illness and death of my mother last month, I got away behind on my correspondence, hence my delay in answering your letter of August 11th. I am now forwarding it to the Secretary of the Society of American Archivists so that he can get busy on membership for Mr. William R. Palmer, the new archivist of Utah. Immediately upon receipt of your letter I wrote Mr. Palmer inviting him to attend the meeting of the Society of American Archivists in Colorado September 3-7. I have not yet heard whether or not he went, but hope he could go despite the lateness of the notification.

Please send the note about his appointment either to me or to the News Notes Editor of The American Archivist, who is now Mrs. Mary C. Lethbridge, The National Archives, Washington, D.C. The October issue had already gone to press before I received your letter, so this item will have to appear in the January issue.

I know I can speak for our secretary in thanking you for telling us about Mr. Palmer's appointment.

Sincerely,

MARGARET C. NORTON
Managing Editor
The American Archivist

1509 20th St., N.W.
Washington 6, D.C.
5 April 1948

Dear Miss Norton:

Thank you so much for your thoughtfulness in sending the copies of my little article!

If something comes of some current efforts in the Jameson papers, and everyone to be satisfied is satisfied, it will give me great pleasure to offer the results to you.

Perhaps you have heard already that Mr. Sioussat retired on the 31st. Mr. Dan Lacy is our acting chief at the present time. Some other changes seem imminent, but I am sorry that I have not the liberty to mention them.

I do hope this finds you completely recovered from your recent illness.

Sincerely yours,

A handwritten signature in cursive script that reads "Fred Shelley". The signature is written in dark ink and is positioned above the printed name.

Fred Shelley

Miss Margaret C. Norton
Illinois State Library
Springfield, Illinois

MASSACHUSETTS INSTITUTE OF TECHNOLOGY

CAMBRIDGE 39, MASSACHUSETTS

July 30, 1947

Miss Margaret Norton
1105 South Second Street
Springfield, Illinois

Dear Miss Norton:

Thank you for sending me a copy of your letter of July 26th to Murray Lawson. I hope that the paper will be suitable, and while from memory it does not sound exactly like the illustration that you give in your letter, it is near enough for all practical purposes. If, incidentally, you are interested in punch card methods a committee of the American Chemical Society recently published for committee circulation only a most interesting review by Dr. Paul Arthur, Jr., entitled "Preliminary Survey of Punched-Card Equipment and Related Devices." I secured a copy for my file with some difficulty, and possibly if you care to try him at the Chemistry Department, Experiment Station, E. I. du Pont de Nemours Co., Wilmington, Delaware, perhaps you can secure one. On second thought I will see if my source can provide another and if so will send one along.

Now to diverge somewhat on an entirely different matter. I note your reference to the Illinois Canal, names, registry of boats, cargo etc. It so happens that I am a member of the Steamship Historical Society, a group interested in steamships and everything pertaining to them. I am going to take the liberty of referring that portion of your letter to the National Secretary. In all probability he will insert a notice in Steamboat Bill and perhaps you will get some calls.

I have investigated the Banta facilities completely without success. It appears from their Boston representative that they do not have any capacity at the present time and have even cut down on some of their old accounts. Therefore we shall have to look further. Have you any suggestions?

With reference to the 12¢ positive prints on rolls of paper that Miss Rogers is interested in, I cannot tell you exactly but presume that it is the reduced size photostat machine, or it could be an adaptation of certain techniques worked out by Ralph Shaw of the Department of Agriculture Library or by Donald Holmes at the Library of Congress. In neither case can anything like a full size reproduction be supplied at 12¢ unless the operation is conducted at a loss, because paper, chemicals and laboratory expenses are simply too high to make that price at all economically feasible.

With best regards,

V N Tate
Vernon D. Tate
Librarian

VDT/jl

MASSACHUSETTS INSTITUTE OF TECHNOLOGY

CAMBRIDGE 39 — MASSACHUSETTS

THE INSTITUTE LIBRARY

20 August, 1947

VERNON D. TATE
Librarian

Miss Margaret C. Norton, Archivist
Illinois State Library
Springfield, Ill.

Dear Miss Norton:

Thank you very much for your letter of August 7 and the additional suggestions for possible publishers of the JDR if and when we can get it through the mill. I shall let you know how we come out.

I had a note from Mr. Patt of the Steamship Historical Society to whom I sent the notes that you gave me on material concerning canal and river traffic that you have in the Archives. He has passed the notes along and perhaps you will see some results in the not too far distant future.

With respect to the infra-red article for the American Archivist, I am afraid that you had better assign it to Noll or someone else, for though I do want to do something about it some time, I am still upset and my notes cannot be arranged until I get a room built on to my new house (new old house should be the term..and you know what building is) so that I am not planning on doing much until the late fall. Noll from all that I hear has far more time than I do and perhaps he could do you a good job. My reprints arrived today and I am much pleased with them. I can send you one if you want it, but you are already supplied I suppose.

My secretary is away on a well earned vacation, so I shall spare us both by making this as brief as possible.

Sincerely,

V.D. Tate
Vernon D. Tate

HALL OF RECORDS



1/22/47

Dear Miss Norton

To save time I
enclose a letter sent today
to Dr. Brooks. Perhaps
the suggestion isn't worth
much but as I have charge
of answering queries here I
may overestimate the value
of such data.

The American Archivist
is better and better. That

article on questioned document
appeared almost at the
psychological moment. The
great archival investigation
of 1947 — on the Ham Papers
in possession of Greene Co. (Pa.)
Historical Society — is bound to
be of interest to archivists
even if the 'lost of Early Amer.
Culture' is hardly the
whole matter.

Sincerely

Yours

Roger Thomas

January 23, 1947

Mr. Roger Thomas
Assistant Archivist
Hall of Records
Annapolis, Md.

Dear Roger:

The idea of revising the list of state archival authorities on which Cappon, Trever, Duniway, and I worked some years ago is a good one--so good that the work is already under way. Cappon is carrying the ball, with the active aid of Duniway and perhaps others. I've agreed to do what I can, but as a matter of fact am right now a bit out of touch with recent developments. Cappon's plan, I believe, is to suggest that the list be published in The American Archivist.

I'm taking the liberty of sending your letter to Cappon to show him this evidence of interest in the project.

Hope you're well and that we'll see you over here some of these days. Regards to Radoff.

Very cordially

Philip G. Brooks

PCB:ro

cc to Mr. Cappon ✓
Miss Norton ✓

February 10, 1947

Mr. Roger Thomas
Apt. 8 - 8 Maryland Avenue
Annapolis, Maryland.

Dear Mr. Thomas:

As you have doubtless heard by now, Dr. Cappon is already circulating members of the Society of American Archivists for the proposed guide to American Archival agencies. He talked to me about it at the Washington meeting, and I said it was something we need. We are glad to know that others are feeling the same need.

Please suggest other things for the American Archivist, and, better yet, send along items for it. We are having plenty of articles submitted but are still having a hard time to get material of particular interest to the problems of the smaller institutions, particularly those which find most of their duties concerned with the promotion of history as distinct from the work with modern records of which the National Archives and Illinois are examples. In each number I want at least one article which is intensely practical. I am glad you liked the Lacey article on questioned documents. That was suggested and arranged for by Mrs. Teddy of the Council. I hope more members of the Society will take it upon themselves to watch for possible contributions. I have promises of an article on watermarks from Dard Hunter, on infra-red and violet ray photography by Vernon Tate. In the April issue I am publishing an article on indexing of historical works by Bertha Josephson. Some may think this last a little out of the field, but I, for one, have had countless requests for help in indexing and there really isn't anything to give them.

Please put on your thinking cap and either write something or induce someone else to write something for us!

Sincerely,

MANAGING EDITOR

ROGER THOMAS
Box 131, Annapolis, Md.
Hall of Records Annapolis, Md.
8 Maryland Av., Annapolis, Md.

Feb. 12, 1947

Miss Margaret C Norton,
Editor, the American Archivist,
Springfield, Mass.

Dear Miss Norton,

Mr. Brooks had informed me, before your letter came, that Mr. Cappon was at work on a list of the sort I had suggested. I am very glad to hear about it.

As to future articles, I am interested in one on calendaring material. At one of the sessions of Dr. Posner's class in Archival Administration (two or 3 years ago, I think) Miss Elizabeth W. Meade, formerly of the staff here, gave the lecture on calendaring. As Miss Meade and I did most of the work on the very extensive job of calendaring the Hall of Records' ponderous scrapbook, Proprietary Papers--the Black Books, published as Hall of Records Commission Publication No. 1 (1943), I know she is acquainted with the field. Many of her suggestions constitute the basis of the much more simplified calendar we are issuing as Publication No. 5. Dr. Radoff (with Mrs Louise Hall) did most of the work on that; but the prefaces and accompanying material are of much more significance there than the calendar which, as such, is abbreviated and incomplete.

Couldn't Mr. Colkett, or someone equally acquainted with the genealogical functions of an archives, do something on that subject; his slight bibliography, published several issues ago, interested me? I am not in harmony with the views on this expressed by Messrs. Crittenden and Eddy; indeed, I know that "their bark is worse than their bite," because the N. C. Archives are among the most helpful to family-history researchers, as we are here.

Dr. Radoff is full of suggestions and I only hope you can smoke them out of him. He is fearful, however, that he will have to write any article he suggests should be dealt with. As Mr. Skordas is already appearing in the magazine neither Dr. Radoff nor myself want to make the American Archivist appear too much the "organ" of the Hall. Why not ask Mrs. Stones of Detroit to do something?

As other ideas, no matter how poor, occur to me I shall dash them off to you, counting on your indulgence in examining them.

Miss Meade's address
284 Prince George
Ave.

Sincerely yours,

Roger Thomas

February 17, 1947

Dr. Roger Thomas
8 Maryland Ave.,
Annapolis, Maryland.

Dear Dr. Thomas:

You are psychic - at least, you make suggestions which I am also mulling in my mind.

Ever since I became editor I have been trying to get someone to do a good article on calendaring. I think the person to do it would be someone who has recently done a calendar, and I think the Maryland calendars are the best being done now; ergo, I believe one of you should do the article. I heartily disagree with the idea that Maryland is getting too much credit in the way of writing because Mr. Skordas is the chairman of the committee on technique. Mr. Skordas was chosen because those who recommended him to me (I had not met him at the time) felt that Maryland had more to give than most state archival agencies. Your letter of February 12 passed a letter of mine dated February 10, to Mr. Skordas, asking him if one of you could not do an article on calendaring. I hope you will use your influence in getting it done. Not knowing just what your own specialty is, I am not naming the article I want from you, but I think it might be well for you to become a contributor.

I hope Dr. Radoff will come across with his suggestions, even at the risk of being asked to do an article. The trouble with you state archives folks is that you know what you want (or say you do, you are mum with the editor!) but you all want somebody else to do the work, at the same time complaining that we get too many articles from Washington. Dr. Pease said, "give up," but I have a square jaw.

Your letter about Miss Heade was passed on to Miss Rogers who has charge of personnel. The last week I have had six persons added my our staff, all appointees (not civil service) but I do not know whether technically there are any more openings here. One of these appointees seems to have distinct possibilities. He is a graduate of the University of Kentucky law school, just returning from three and a half years' overseas/

Not having liked law practice but having met some of the people from the British Records Office and the British Museum he got interested in archives work. Having a family, he finds it preferable to get into something with a future but which will pay a living wage right now, whereas he would have had sledding getting into a law practice right now. I haven't talked to him about it yet (he just came today) but Miss Rogers and I hope he will be willing to attend your summer school.

Do not hesitate to send suggestions to me. I want them. I also want articles from Maryland!

Sincerely,

MANAGING EDITOR

"THE CROW'S NEST"
APT. 9 - 8 MARYLAND AVENUE
ANNAPOLIS, MD.

Feb. 28, 1947

Dear Miss Norton:

First, I wish to thank you for the flattery of your letter of Feb. 17th. The Hall of Records staff appreciate your kind words and I appreciate the title "Doctor" which you bestowed on me. However, I do think the Hall ~~deserves~~ some measure of the praise but for my own self I must repudiate the title. I do not have such a title, though I have spent a good many years in graduate study at Michigan, Wisconsin, Texas, Chicago, Columbia and Harvard.

Dr. Radoff is writing you relative to an article on calendaring but I still think that Miss E. W. *Meade (the only archivist who has produced a calendar since the late Dr. Fitzpatrick of the Library of Congress ceased his labors) who gave the course on calendaring for Dr. Posner in his summer Archival Administration courses is the best fitted. She has extensive notes. Dr. Radoff believes such an article would be too dull and prefers to write on more general phases such as "A justification for calendaring." I admit that I am not so good on such generalities and indeed rarely read articles that are of that nature. One of the welcome changes in your editorship of THE AMERICAN ARCHIVIST has been the change-over to "practical" articles. I think Mr. Skordas agrees with me in this.

Dr. Hartsook, who once sought a place in your archives, has now become so settled in Germany (at a salary of over \$4,000) that she has announced no immediate attention of taking any position with us. Of course, salaries here are not equal to those in Illinois.

You ask after my specialty here. In a small archives, one can't afford such luxuries. I do almost anything except vacuum clean the place! (Mr. Skordas has, on occasions, even shoveled the snow from our walks as our so-called "janitors" are above such things---luckily it rarely snows in Maryland). At present I am

1. Editing Publication No. 5
2. Indexing both a court record and loose testamentary papers
3. Attending to inquiries made in person
4. Answering all strictly genealogical mail (2,400 a year)
5. Supervising two other indexers
6. Seeing to outgoing mail, packages, express, etc. etc.

Do you wonder I am not too enthusiastic about article-writing? However, I am quite glad to do my share to keep the magazine going--so command me.

Sincerely yours, *Roger Thomas*

*Miss Elizabeth W Meade 239 Prince George Street Annapolis Md



The National Archives

Washington, D. C.

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Miss Margaret C. Norton
Archives Division
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

Enclosed is a letter which will no doubt be of interest to you. The review referred to appears in the December 1947 issue of the National Genealogical Society Quarterly, page 121. Not only did the reviewer attribute the article to me, but he also mentioned my name with praise three times in the review. I am sorry he made the mistake, and hope he does something to rectify the error.

I heard recently that you had been in the hospital but that you had recovered and are now feeling much better. I miss our American Archivist correspondence, but I am certainly relieved not to be meeting dead lines every few weeks.

Sincerely yours,

Karl L. Trever

xxxxxxxxxxxxxxxxxxxx

February 19, 1948

Mr. Milton Rubincam
6305 Twentieth Avenue
Green Meadows, Maryland

My dear Mr. Rubincam:

I wish to thank you for the kind words used in your review of an editorial entitled "Whose Fault" published in the American Archivist for July 1946. I should like very much to take the credit for all of the fine things you have attributed to me in your review, but unfortunately I did not write the editorial in question. If you will look carefully at the editorial, you will find that it is unsigned. The author was our new editor, Miss Margaret C. Norton, and, of course, she should get the kudos that you have given to me by mistake. I don't know just what can be done to rectify the error, but I think two things ought to be done—(1) Some note of explanation ought to be sent to Miss Norton at Archives Division, Illinois State Library, Springfield, Illinois; and (2) an indication of the error ought to be printed in the next issue of the National Genealogical Society Quarterly.

I can readily see how you attributed the editorial to me inasmuch as you and I had some correspondence during the time when I was News Notes editor for the American Archivist. I hope you do not consider my letter calling your attention to the error any indication of a too critical attitude on my part.

Sincerely yours,

Karl L. Trever

Society of American Archivists,
Menasha, Wisc.

Re. Immigration of Norwegians from 1825 & 1880 to. U.S.

Gentlemen,

As a matter of fact and owing to closer understandings between the citizens of U.S. and the various European countries, the public in all corners of the U.S. show an increasing interest in coming in closer contact with their kinsfolk in Europe.

In consideration of the importance of creating biographical data of the first Norwegians immigrated to U.S., I have considered taking up the work of issuing personal informations regarding the first immigrants based on the old parish books in Norway, where such informations are available. I am quite clear of the extension of such a work and it must, therefore, be based f.i. on books already published in U.S. Among the most prominent of such publications, I may mention Ulvestad: "NORDMÆNDENE I AMERIKA", Published 1907, printed in Minn. by Historical Books Forlag. This work comprise 2 volumes of about 1000 pages and gives, indeed, very exhaustive informations regarding the migration and history of the Norwegian settlers in U.S. I don't know whether this 2 volumes also are printed in English. My idea is to coordinate this publication with complementary informations - and if possible - to insert new names. To be of an efficient use for every reader of Norwegian descendants seeking their respective kinsfolk in Norway, the list of names had to be divided in instalments or volumes comprising names from various districts of U.S. (settlements) The descendants in the 3rd or 4th generation frequently loose any contact with their originate birthplace of their kinship in Norway, principally owing to the language difficulties. I am sure that such a record would facilitate the work of archivists, libraries and private and official societies and associations interested in helping their members to gain any personal informations in Norway.

I should appreciate to have your view as to realising of my task. The book or books have to be printed in U.S. owing to the difficulties in connection with paper and lack of workers. I doubt if there is any personal informations available in the official U.S. government lists of immigrants during these early days of the last century. There will thus be some difficulties from here to ascertain the place of destination in U.S. of the many immigrants in those days, as the only information here given is merely "Immigrated to Amerika".

Mr. Ulvestad maintain that the indication of birth place and year do not interest generally, but I am of the opinion that these facts are primary informations to everybody seeking their kinship in Norway. These dates enable the descendants to ascertain easily by turning to the local parish in Norway for further information.

I am a member of the Norwegian genealogical Association and have already published 2 books: "Slekten Sørsdal-Svang," and "Sundbye - Nesting - Haugland" both comprising genealogical records about various families from the eastern parties of Norway.

Yours truly,

Gr. Thøfner

May 7, 1948

Mr. Sv. Tveten
Kongensgate 15, V.51
Oslo, Norway.

Dear Mr. Tveten:

Your letter of April 7th addressed to the Society of American Archivists and sent to the publisher of The American Archivist has been forwarded to me as editor of that periodical and chairman of the Society's Editorial Board.

I would think that a book such as you contemplate issuing on the subject of early Norwegian immigrants to the United States would have a fair sale in regions to which these people came. My own State of Illinois is celebrating the coming of the first Scandinavians to this region in 1848 this year. While this immigration was largely Swedish, I believe the Norwegians began coming about the same time, though there are fewer of the latter in Illinois than in Minnesota. So far as I have heard there is no publication program connected with this Illinois celebration.

You say that you doubt if there is any personal information available in official U.S. government lists of immigrants. I believe the information as to where these persons went would perhaps have to be dug out of naturalization records in our county court houses and U.S. courts. This would of course involve research assistance in this country. Perhaps it would be as well for you to confine your study to Norwegian sources unless you were prepared to have a good deal of assistance from some one here.

I cannot give you helpful information about an American publisher. The Minnesota Historical Society strikes me as the most probable place to seek information on that score. The Society of American Archivists has very limited publication funds and has not so far published anything but its own magazine. The Society as an organization is not interested in genealogy which is more in the field of the historical society than of public records offices.

This is a most unsatisfactory reply from your point of view, and perhaps you were looking for something quite different. My own institution, the Illinois State Library, does not have a genealogical library, so I am unable to write you from personal experience.

Sincerely,

Managing Editor

